

George L. Hess Educational Complex Student Handbook

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WELCOME

Welcome to the George L. Hess Educational Complex! A Student's education is the most important part of our school. To achieve our goal of providing an outstanding educational environment with excellent programs, certain guidelines need to be followed. This informational folder has been designed to inform children of their responsibilities as students. Students are to share this information with their parents so everyone involved will be aware of what is expected of each student, each day. We hope all your experiences in our school are both enjoyable and meaningful.

SCHOOL VISION STATEMENT:

We are the Hess School Community committed to learning, growing, and achieving together.

SCHOOL MISSION STATEMENT:

As we continue our tradition of excellence, the Hess School will nurture our students to be lifelong learners, have strength of character and the drive to achieve excellence in all of their pursuits as citizens.

STUDENT PLEDGE:

We are a community of learners. We are committed to growing, being challenged and achieving success. I will be safe with my actions and kind with my words. I will treat others the way I want to be treated. Today, I will learn something new. Today, I will try my best!

ATTENDANCE/SCHOOL CLOSING

Regular attendance is encouraged in order for all students to receive the maximum benefit from daily lessons. If a student is late to school he/she is to report to the Security Receptionist's desk to sign in before going to class. **When a student is absent, parents are requested to call school by 9:10 am. (625-6600) to report their child absent. Parents must follow up with a note to the school explaining the absence.** For a lengthy or contagious illness, a doctor's note is required. Please look for a more detailed account of this policy in our September materials. All school closings/late openings (2 hour delay) will be listed on the District web page @ www.hamiltonschools.org.

SCHOOL CONDUCT

Proper conduct in school is essential to maintain an effective instructional environment. Good conduct is the key to proper consideration for other people. The school has established guidelines for appropriate behavior that all students should follow to maintain a safe and efficient instructional climate. Consequences for inappropriate behavior include, but are not limited to:

Recess Detention	Time Out Period
Lunch Detention	External Suspension
Behavior Contract	Discipline Review Meeting

DRUG-FREE ZONE

The Hess Educational Complex is a Drug-Free Zone. The possession of drugs and alcohol on school property is not permitted. Anyone discovered in possession of drugs, alcohol or imitation drugs will be penalized to the fullest extent by the law. School grounds are by law, a drug-free area.

DRESS-GYM REQUIREMENTS

During the regular Physical Education Program students are required to wear light-soled sneakers which are non-marking and nonrestrictive clothing that allows them to move freely. No jewelry (i.e., earrings, necklaces, and rings) may be worn to P.E. class.

DRESS-STUDENT APPEARANCE

Students are expected to come to school well groomed, neat and appropriately dressed. Shorts and skorts are permitted as school attire from the start of the school until fall daylight savings and again after spring daylight savings. Weather permitting, administrative prerogative may take precedent. The following is NOT permitted: tank tops for boys and girls, excessive short skirts or shorts, cut-off shirts, shirts with inappropriate advertising, and flip-flops.

EARLY DISMISSAL

Parents/Guardians should send a note to the homeroom teacher requesting an early dismissal for their child. The note should include the student's name, parent's signature, date and time of dismissal and who will be picking up your child. Parents must report to the Security Receptionist's desk located in the Main Lobby for any student pick-ups **BEFORE 2:45 pm.** Any Student being picked-up **AFTER 2:45 pm.,** will be sent to Parent Pick-up located at the rear of the building behind Cafeteria B. Please park in the designated area here and follow the Parent Pick-up procedures.

Note: More than five early pick-ups adversely affect a student's attendance.

HOMEWORK

Homework is an important part of a student's educational program. Homework is an activity that provides additional practice on important skills presented in the classroom. Students should keep an assignment book to assist them in becoming organized. Students should also set aside a certain time each day to study, read and do their homework to make their educational experience a positive one.

SCHOOL HOURS

The regularly scheduled arrival and departure time for the students in grades two through five at the Hess School is 8:45 am. (arrival) and 3:30 pm. (departure). Pre-Kindergarten sessions are 9:10 am. To 11:50 am and 12:20 pm to 3:00 pm.

KIDS' CORNER

Kid's Corner services are available at a reasonable cost before and after school daily. For more information about Kids' Corner contact Mr. Cliff Melder at 476-6141 or 476-6311.

LOST AND FOUND

Unclaimed or lost articles are put on display in the cove between the two cafeterias. Students are encouraged to check the lost and found for any items they may be missing. Valuables such as jewelry and pocketbooks may be claimed in the Main Office. Electronic devices are not permitted at any time.

HEALTH SERVICES

The nurse is available to handle any emergency that arises during the day. If an accident or student illness occurs, first aid will be administered and the student's parents will be notified. No care beyond first aid (defined as immediate and temporary) will be given. If a parent cannot be contacted and the emergency warrants the assistance of a physician, the school doctor will be summoned. No medication will be administered by the school nurse without an order from the doctor. The Hamilton Township School District's policy for administering medicine states that a certified nurse or parent are the only people permitted to administer medication in the school. Also, all medication must be brought to the school, by the parent, in the original container, appropriately labeled by the pharmacy or physician. The school provides a secured locked space for safe storage in the nurse's office.

REPORT CARDS

Report Cards are based on the New Jersey State Core Curriculum Standards. Each student's abilities are reported to parents through the report card and parent conferences. Student progress is also reported to parents through the Interim Report. Interim Reports are issued half way between trimesters. The guidance counselor is always available to discuss the Report Card and Interim Reports with students and parents. It is encouraged that all parents monitor their child's progress throughout the year and should not hesitate to contact the guidance counselor or teacher if a concern arises. Failure in two or more subjects may result in retention.

TRANSPORTATION and PARENT PICK-UP

For a safe ride to school, children should be reminded frequently about bus safety rules. Students are not allowed to ride a bus other than their assigned bus route or get on or off at a different house unless a written request is received from the parents/guardians involved with the change. A Transportation Request Form must be completed for making a permanent change in a student's transportation assignment. Parent pick-up starts at 3:05 pm at the rear of the building in cafeteria "B". It is recommended that parents start arriving around 2:45 to pick up their children.

CAFETERIA

The Hess Educational Complex utilizes a Café Terminal Point of Sale System in the cafeteria. All students are given a personal pin number that they memorize and use daily for purchasing their lunch. The status of the student, if approved for free or reduced priced meal, is confidential. School Meal Money Envelopes are available in the front office and in the lunch line to use when making a deposit into a student account. Checks should be made payable to the Hamilton Township BOE Lunch account. In doing so, you expressly authorize, if your check is returned for any reason, to electronically debit your account the amount of the check plus a state NSF fee of \$30.00. The use of a check for payment is your acknowledgement of the NSF check policy and its terms. Please fill in the child's name, Total Enclosed \$30.00 and include the students PIN number.

Breakfast will be available to students in their classroom during morning announcements. The free or reduced status for lunch also applies to breakfast as well. A cold cereal, milk, juice, and crackers will be offered. Students are encouraged to eat breakfast either at home or here to give themselves an academic boost. Their account will be charged when any of the above foods are eaten.

A la carte items (yogurt, juice, animal crackers) are available only with the purchase of the hot school lunch. Fifth grade students will be allowed to purchase an “extra” hot entrée with their lunch for an additional cost.

After two lunch charges, the student will receive a cheese sandwich in place of the main sandwich with the fruit, vegetable, and milk. Please keep student meal accounts current and avoid charges. To check on an account balance, call the food service office at 476-6308 or visit Mypaymentsplus.com.

Students must demonstrate proper manners when in the cafeteria. The cafeteria should be a courteous and clean place to visit. All food and drinks must remain in the cafeteria. Students should refrain from bringing cans and glass bottles into the cafeteria.

FIRE/EMERGENCY DRILLS

Fire/Emergency drills are held periodically throughout the school year and are designed for the safety of everyone. Each classroom has an evacuation route posted by the door. Students and teachers will make themselves familiar with the route. Students should follow their teacher’s instructions throughout a fire/emergency drill to ensure a safe and orderly environment.

CALENDAR

Each month all students will receive a monthly calendar with all important dates and reminders listed on the calendar. Some examples would include: holidays, interim progress reports, end of trimesters, PTA and Board of Education Meetings, report card day, etc. The yearlong calendar will be sent home with your child.

SCHOOL VISITATION

All parents/guardians or visitors must report directly to the security receptionist’s desk located in the Main Lobby. They will be required to sign in upon arrival and sign out upon departure. They will also be required to wear a visitor’s badge while on school grounds. Prior arrangements must be made to visit the school facilities or see a staff member.

HESS SCHOOL RULES

Listen to and respect all teachers
Treat our school with kindness, care and respect at all times
Keep your hands, feet, and unkind words to yourself
Always be prepared for class and listen carefully
Raise your hand to speak or to leave your seat
Walk and speak quietly in class and in the hallways
Treat others the way that you would like to be treated

PLAYGROUND RULES

Always listen to the duty teacher
No rough play
Stay in assigned areas
Line up quickly and quietly

Cafeteria Rules

Pass through the serving line quietly and quickly

Listen to the duty teachers

Eat your lunch using good manners

Always clean up your table and the floor areas

Sit correctly in your seat

Exit the cafeteria quietly

BUS SAFETY RULES

Always listen to the bus driver

Stay in your assigned seats with seatbelts properly secured

Treat others the way you would like to be treated; be kind and polite

No eating or gum chewing on the bus

Talk quietly

Raise your hand to speak or leave your seat

