

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 handbook 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 MISSION STATEMENT:

The Mission of the George L. Hess Educational Complex is to provide a safe and secure learning environment where students develop into well-rounded critical thinkers that can work both independently and collaboratively drawing upon strong foundational skills and processes in order to become problem solvers using real-life applications and 21st Century Technologies.

DISTRICT MISSION:

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

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 a.m. (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. Additional information can be found in district policy and regulation #5600, "Pupil Discipline/Code of Conduct" Consequences for inappropriate behavior include, but are not limited to:

Recess Detention	Time Out Period
Lunch Detention	External Suspension
Behavior Contract	Discipline Review Meeting
Internal Suspension	Loss of Privilege

SCHOOL RECOGNITION

Students who exhibit exceptional positive behaviors may be rewarded in the following ways:

Student of the Month	Star Student
Praise Referrals	Bus Incentive
Cafeteria Incentive	School Extravaganzas
	Classroom Incentives

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 of 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 non restrictive 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 skirts 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. Athletic shoes (example: sneakers) are required for students to safely utilize the recess equipment. Additional information can be found in district policy #5511, "Dress and Grooming."

EARLY DISMISSAL & PARENT PICK-UP

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 3:00 p.m.**

Any student being picked-up at 3:00 p.m. will be sent to Parent Pick-up located at the rear of the building behind Cafeteria B. AFTER 3:05 pm no changes/add ons to parent pick-up lists can be made. Please park in the designated area behind Cafeteria B and follow the Parent Pick-up procedures. Parent pickup starts at 3:15 p.m. at the rear of the building in cafeteria "B." **Note:** More than five early pick-ups adversely affect a student's attendance.

EXTRAVAGANZAS

Each year the students are invited to participate in three fun filled activities known as extravaganzas. This is a way to reward students who work hard and follow the rules. If a student chooses not follow the rules and receives discipline referrals the referrals will be tracked which could lead to a student being excluded from the extravaganza. It is our hope that all students follow all school rules so that they are eligible to participate in all extravaganzas.

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 use their agenda 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 8:50 a.m. (arrival) and 3:30 p.m. (departure). Pre-Kindergarten sessions are 9:10 a.m. to 11:40 a.m. and 12:25 p.m. to 2:55 p.m.

KIDS' CORNER

Kids' 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 at the midpoint of each trimester. 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.

CAFETERIA

The Hess Educational Complex utilizes a "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 and breakfast. This pin# is valid from Pre-K through 8th grade. Lunch is available daily, and students are given hot and cold meal choices. See Lunch Menu for details. Breakfast is available daily, and served as students enter the building as a "Grab-n-Go" meal and taken to the classroom to eat during morning announcements. Students are encouraged to eat breakfast either at home or in school to give them an academic boost.

If applying for "Free and Reduced Priced Meals (or) Free Milk", you only need to fill out one application per household for students attending the Hamilton Township School District, which consists of Shaner, Hess and Davies. High School is not part of our school district. You must submit a new meal application each school year. Any balances accrued prior to your application being processed, is your responsibility, so please return it as soon as possible. Applications can be returned to school with your child, or dropped off at the Board Office, which is connected to the Davies School. After returning your application, if you do not receive a letter within two weeks notifying you of your child's meal status, please contact the Food Service Department at 476-6134 in the event that they did not receive it. If your application is approved for "Free" or "Reduced Priced Meals", this information is confidential; and includes Breakfast and Lunch.

Cafeteria Money Envelopes are available in the Main Offices and Cafeterias. The money you send in will be utilized for breakfast, lunch, extras and snacks unless you specify otherwise; or if your child is in Split-Session Pre-School, it will be utilized for milk. Checks should be made payable to: "Hamilton Township B.O.E. Lunch Account". All payments must be placed in an envelope and include your child's name and pin#. You may also log onto www.MyPaymentsPlus.com and for a small program fee, you can make a prepayment into their meal account using a check, credit card or debit card.

To check account balances, you may either call the Food Service Department at 476-6134; or visit www.MyPaymentsPlus.com or call 1-866-792-0483 to view your child's account balance, and/or create an account to receive email notifications when the account reaches a low balance. There is no cost for this service.

Any student that falls below -\$10.00 balance will receive a cheese sandwich in place of the main entrée with the vegetable, fruit, and milk until their balance is paid off, or arrangements are made with the Food Service Director.

VOLUNTEER PROGRAM

When schools and families work together to support each other our children benefit greatly. With that in mind we want you to know there are various ways you can volunteer within the Hess School.

School Wide Volunteer Program: If you are able to volunteer on a more regular basis within the school. We ask that you contact our guidance department as our counselors coordinate our school wide volunteer program. Parents who volunteer on a regular basis in different areas of the school, such as the library or classroom, are required to attend a parent workshop led by our guidance department. If interested, please call: 609-476-6118.

Special Events: There will be special events throughout the school year where parents will be asked to assist or attend. Some of these celebrations include acknowledgements of special academic achievements in the classroom. For these events a special form will be sent home with your child specifying the date and time of the celebration. This will enable us to determine the number of visitors and plan accordingly. Because we realize parking can be a concern, we will work to stagger the event times by house throughout the day or week when possible. In order to allow for more parents to attend, and due to limited space in the classroom, we do request that siblings of our students do not attend classroom events and appreciate your understanding in this matter.

Birthday Celebrations: Every child's birthday is a special time. If you would like to send in a small treat to your child's homeroom class, we request you contact the homeroom teacher one week in advance so they may plan accordingly. Treats can be dropped off in the Main Lobby and will be delivered by staff to your child's classroom. Please note: when dropping off items before 9:10 am, you must park in the large parking lot as the front parking spaces are closed until morning drop-off of students is complete.

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

also follow their teacher's instructions throughout a fire/emergency drill to ensure a safe and orderly environment.

CALENDAR

The school calendar is posted on the homepage of the school's website. It is updated on a regular basis. Some examples would include: interim progress reports, end of trimesters, PTA and Board of Education meetings, report card day, etc. The year long 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.

TECHNOLOGY

All students wishing to utilize district owned technologies/network must sign, along with their parent(s)/guardian(s), an Acceptable Use Policy prior to being granted access to such equipment. Only district issued technologies are permitted in school. Personal items such as laptops, cameras, mp3 players, iPods, cell phones, smart watches, and the like; video games and similar technologies are NOT permitted in school or on the bus.

INTERVENTION & REFERRAL SERVICES

Administrative Code In April 2001, the State Board of Education adopted new rules to provide district boards of education with standards for the delivery of intervention and referral services (N.J.A.C. 6A:16-7, Intervention and Referral Services). The requirements set forth in the regulations are intended to provide schools with direction in formulating coordinated services and team delivery systems to address the full range of student learning, behavior and health problems in the general education program. Under the new regulations, however, schools may also provide intervention and referral services for students who have been determined to be in need of special education programs and services. For questions regarding the Intervention and Referral Services process in Hamilton Township School District, please contact Dana Kozak, Supervisor of Instruction for Special Education at (609) 476-6107.

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 and exit the cafeteria quietly.

Exit the cafeteria quietly.

TRANSPORTATION

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 get 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. More information regarding transportation can be found in the "Hamilton Township School District School Bus Transportation Handbook" on the school's website under Transportation.

SCHOOL BUS RULES

1. Students must obey and respect the driver at all times.
 2. Students must sit in their assigned seats only.
 3. Seat belts must be buckled and tight at all times.
4. Students must sit in their seat facing forward with feet out of the aisle, and hands, arms, and head inside the bus.
 5. Students must remain seated at all times.
 6. Changing seats at any time is prohibited.
7. Loud, screaming, profane, or obscene language is not permitted at any time.
8. Students must keep the bus clean and must not deface or damage it.
9. Students are not to eat, drink, or chew gum on the bus.
10. Students are not to take pictures or video with regular, cell phone, or tablet cameras when on the bus.



Three Houses...One Home