

ALEXANDER HAMILTON PARENT HANDBOOK 2009 - 2010



"Mine for the gold in everyone!"

Alexander Hamilton School

24 Mills Street

Morristown, NJ 07960

(973) 292-2190

FAX # (973) 292-2194

Dear Parents,

Welcome to Alexander Hamilton School!

It is a pleasure to welcome you. The teachers and staff join me in saying that we are happy to have you as part of the Alexander Hamilton School family. We hope this will be a successful and satisfying intermediate school experience for you and your child.

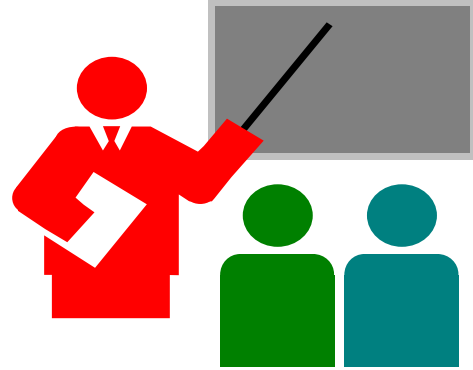
We are pleased to have you as our partners. As the year progresses and as you become either more informed or more puzzled, we encourage you to call the school and talk with those who might be of help. If your question deals with in-class events, please ask to speak directly with the teacher.

One of our goals is to see that the parents and guardians of students - like the student themselves - feel at home at Alexander Hamilton. To accomplish that, monthly calendar updates, parent newsletters, and notices are sent home throughout the year, providing you with information about events and activities.

We are glad to have you as part of our school family, and we want to assure you that we will do our best to help your child experience academic, social and emotional growth. With your help and cooperation, 2009-2010 should be an excellent school year.

Sincerely,

**Josephine Noone
Principal**



ALEXANDER HAMILTON PHONE EXTENSIONS

Main office: Josephine Noone, Principal	973-292-2190 ext. 4550
Mrs. Nugent, Secretary	973-292-2190 ext. 4550
Mrs. Barnicle, Secretary	973-292-2190 ext. 4551
Mrs. Goss, School Nurse	973-292-2190 ext. 4552
Mrs. Nehmer, Counselor	973-292-2190 ext. 4554
Mrs. Murphy, Library	973-292-2190 ext. 4532
Child Study Team	973-292-2190 ext. 4556 or 4557
Kitchen	973-292-2190 ext. 4538
Fax #	973-292-2194
Sunrise/Sunset Program (Community School)	973-292-2063
Transportation	973-292-2066
District Offices (Hazel St.)	973-292-2300

Alexander Hamilton Staff 2009-2010

Grade 3

Mrs. Mickey Curran
Mrs. Lara Emanuele
Mrs. Lisa Yorston
Ms. Joanne Hill
Mr. Darren D'Alconzo
Ms. Irene Gacki

Grade 5

Ms. Christine Carey
Ms. Maria Galvin
Ms. Lori Monetti
Mr. Thomas Schranck
Mrs. Elizabeth Ferraiolo
Mrs. Jessica VanDerhoef

Art - Mrs. Cassandra Brown

Music – Ms. Mary Vogt

Science - Mr. Fred Hefter

Physical Education - Mrs. Lisa Camelotto

Librarian - Mrs. Linda Murphy

World Language Teacher - Mrs. Tina Kern

ELL: Mrs. Vanessa Kelly

Nurse - Mrs. Meg Goss

Special Education

Mrs. Pam Marmora
Ms. Stephanie Little
Mrs. Mary Beth Bonkoski
Mrs. Patricia Rauchbach
Mrs. Savina Ripa
Mr. Nick Marigliano
Speech – Mrs. Joanne Summer
Psychologist-Mrs. Donna Sjovall
Social Worker /Counselor – Ms. Lisa Nehmer

Grade 4

Mrs. Christina Skrod
Mrs. Kelly Horan
Mrs. Patricia Pietersen
Mrs. Petra Wiehe-Lieberman

G&T/QUEST

Ms. Mary Trezza

PAR(Basic Skills)

Mrs. Barbara Friedman
Mrs. Carolyn McLain

Instrumental /Strings – Ms. Jean Bowers

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.

Mine for the Gold in everyone

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 all 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. Loss of lunch and/or recess time
2. Report Book/Student Contract
3. Loss of monthly honor 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.

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

Arrival and Dismissal

Arrival:

Classes begin at 9:10 a.m. 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.

Parents who are dropping off students in the morning may drive into the front parking lot or the semicircle in the front of the building along the outside curb. The inside curb is reserved for busses. An adult will escort your child to the crosswalk. **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 pick up your child in the hallway nearest to the gym and sign the dismissal log. When you are picking up your child, you may park on Colonial Rd. and enter the school via the rear side door by the basketball hoop. Colonial Rd. is off of Washington St. or Early St. Your cooperation in this area is greatly appreciated. **Please note that, except for emergencies, dismissal arrangements may not be changed after 1:30 p.m.**

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 not be attending school, due to illness or for any other reason, please 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.

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 9:10 a.m.) must report to the 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.

Bicycles, Roller Blades, etc.

To ensure the safety of our children, bicycles, scooters, skateboards and roller blades (in line skates) are **not permitted** on the school grounds.

Birthday Celebrations

Many children look forward to celebrating their birthdays with their classmates. 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.

Birthday celebrations in the Morris School District are **FOODLESS**. 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 in *inexpensive* favors for the class, such as stickers, pencils, erasers, or bookmarks.

Please note that it is **not necessary** to provide anything extra for a 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. The Home and School Association Directory is the best resource for student addresses. Thank you for your cooperation.

Bus Rules

It is very important for students to be on their best behavior on the school bus. If it is too noisy, the bus driver might not hear another driver's horn. If students are out of their seats, the driver may have a difficult time keeping her or his eyes on the road. The drivers will report the names of the students who misbehave on the bus to the principal. The principal will meet with the student and call parents when a report from the driver is received. If a student is reported to the principal three different times, she or he will not be allowed to ride the bus for one week.

*****Fist fighting on the bus is an automatic suspension from the bus for one week. If a student ever has any problems on the bus, they should report it to their teacher as soon as they come to school in the morning or to their parents as soon as they arrive home in the afternoon.**

No eating on the bus!

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.

Change of Address

It is very important, for emergency and administrative reasons, that every student maintain an up-to-date address record at the school office. Notify the school immediately if you have a change of address, telephone number, or emergency number during the school year.

Colors and School Mascot

School colors are navy 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 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.

Complaint Process

The procedure for dealing with a complaint is as follows:

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.

Our students are becoming young ladies and gentlemen and should dress accordingly – with comfort and good common sense. Please feel free to call me if you have questions about this code or a particular item. It is important that we all adhere to these guidelines because students who arrive at school in inappropriate attire will be sent home to change.

Email

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

Emergency Closings and Delayed School Openings

Whenever it is necessary to close schools due to weather conditions or other emergencies which may develop during the night, announcements of such closings will be made through the Honeywell Alert System. You received information at the beginning of the school year. Please press 1 to acknowledge receipt of the Honeywell

Alert. You can also get information from the following radio/television stations between 6 & 9 a.m. in the morning on the day the schools are ordered closed. (Please be sure to listen for “Morris School District” information.

**FOX TV (Channel 5)
WCBS radio (880 AM)**

Only the Superintendent of Schools may authorize school closings, therefore, information broadcast should be considered official.

If a decision is made to delay the opening of school, the following procedures will be in effect for grades K-12:

- 1. Bus pick-ups will begin approximately 90 minutes later than normal.**
- 2. All schools will dismiss at the regular time.**

DELAYED OPENING SCHEDULE

**Period 1 10:35-11:05
Period 2 11:05-11:35
Period 4 11:35-12:05
Period 5 12:05-12:35
First Lunch 12:05-12:25
Period 6 12:35-1:05
Second Lunch 12:35-12:55
Period 7 1:05-1:35
Period 3 1:35-2:05
Period 8 2:05-2:35
Period 9 2:35-3:05
Dismissal 3:25**

*** No recess on delayed opening days.**

Lunch will be available in all schools on four-hour session days (see above schedule). In the event of an early dismissal, the Honeywell Alert System will be activated. Since it is sometimes difficult to reach all parents when there is an early dismissal, it is suggested that parents develop a plan with their child(ren) in case no one is home for this type of dismissal. This type of scenario makes it extremely important for school to have updated emergency phone numbers and to make sure your updated numbers are on the Honeywell Alert System.

FOUR HOUR SESSION SCHEDULE (Early Dismissal)

**Period 1 8:55-9:25
Period 2 9:25-9:55
Period 3 9:55-10:25
Period 4 10:25-10:55
Period 5 10:55-11:25
First Lunch 10:55-11:15
Period 6 11:25-11:55
Second Lunch 11:25-11:45
Period 7 11:55-12:25
Period 8 12:25-12:55
Period 9 12:55-1:25**

Dismissal 1:45 (Walkers, Pickups, and Buses will be called beginning at 1:30)

*No recess on four hour session days.

Emergency Drills

In accordance with state law, fire drills are held at least twice a month. When students hear the fire drill bell they are to line up quickly and quietly.

- There is no talking.
- The teacher will lead the students out of the building where they will wait quietly in line.
- When the fire drill bell stops, teachers bring the students back into the building.
- Students should enter the building quietly.

Crisis drills are also practiced on a monthly basis. More information about crisis drills will be shared with students and parents early in the school year.

Field Trips

Field trips within our town and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will usually be asked to sign field trip permission forms. Money for field trips is collected at the start of the school year. Parents are encouraged to call the office with any input or questions regarding field trips. Parents are encouraged to act as chaperones and accompany classes. Poor student behavior in school may result in the exclusion of students from field trips. Parent/school communication would precede this possible exclusion.

Home and School Association (HSA)

The Home and School Association is a volunteer organization made up of parents of Alexander Hamilton Students and is commonly referred to as the HSA. The purpose of the HSA is to promote the welfare of children in the home, school, and community. The HSA hosts many enriching social and curriculum related events. These include Family Bingo Night, Family Fun Festival, Book Fairs, cultural arts assemblies, residency programs, and many special events throughout the year. HSA also hosts teacher appreciation breakfasts and luncheons, and is a liaison to room parents. HSA keeps parents informed of issues, upcoming events, volunteer opportunities, and children's accomplishments through meeting minutes and flyers. All parents are urged to become members and to actively participate. Meetings are scheduled monthly during the year and are posted in the school calendar with reminders in "Bits and Pieces".

Homework

Homework is important. It is an extension of the learning that takes place in school. Homework provides practice that reinforces classroom learning and opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by

seeing that assignments are completed. You will receive a copy of the Alexander Hamilton School Homework Guidelines at Back to School Night.

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, CD-ROMS, audio and video cassettes as well as 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, cassettes, and teaching materials.

Lost and Found

All clothing found at school is hung on a clothing rack 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

Lunch periods are 25 minutes and are preceded or followed by 25 minutes of recess. Lunchroom aides supervise and assist the children in the cafeteria and at recess.

Applications for Free/Reduced lunch program will be sent home at the beginning of the school year. Fill out, sign and return the form if you are interested in applying for the program.

A school cafeteria lunch provides a nutritionally balanced meal for children. Lunches may be purchased daily or lunch tickets can be purchased to cover several days' worth of lunches (multiply the single day cost by the number of days you wish to pay for). Lunch tickets are not dated and are valid throughout the school year until they are used.

Prices for school lunch are as follows:

\$2.75 = single day lunch
\$.40 = single day reduced cost lunch

\$13.75 = 5 day lunch ticket
\$ 2.00 = 5 day reduced cost lunch ticket

\$55.00 = 20 day lunch ticket (\$2.75 x 20 days)

Send your lunch ticket 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 65 cents. If your child forgets lunch or lunch money, a meal voucher will be provided. The cashier will send home a note with your child so that you can return the amount borrowed promptly.

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

\$1.25 = single day breakfast
\$.30 = single day reduced breakfast

Lunch menus are sent home once a month by backpack.

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. Meg Goss 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.

Illness or Injury During School Hours

In case of illness or injury, a child will be cared for temporarily by the school nurse. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. **Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school.**

Medications - Prescription: Any medication prescribed by a physician must be accompanied by a form which must be filled in by the physician. Copies of this form may be picked up at school. The medication must be in the original container dispensed by the pharmacist, with the label intact. Most pharmacists will give you a

separate bottle for school if you request it. The medication will be kept in a locked cabinet in the nurse's office and **will not** be returned at the end of the day.

Medications - Non-Prescription: The use of over-the-counter medications during school hours is not encouraged. However, in certain cases (such as severe allergic reactions), it may be warranted. Please feel free to call the nurse's office to discuss your child's need for non-prescription medication. Once again, the district form is required.

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. Parents are encouraged to help in the library, at school programs, on the playground, and at extra-curricular activities, etc. Please call the office, and your child's teacher 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 should sign in at the office and obtain a visitor sticker.

Parking

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.

Parents who are dropping off students in the morning may drive into the front parking lot or the semicircle in the front of the building along the outside curb. The inside curb is reserved for busses. An adult will escort your child to the crosswalk. **Please do not allow your child to exit the car unattended.**

Parents who are picking up students at the end of the day must park on Colonial Road, which is off of Washington St. or Early St. You may enter the school via the rear side door by the basketball hoop.

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 parties and celebrations held at school. This includes holidays and any school-wide or classroom celebrations, except for birthday celebrations which are foodless.

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

Please do not send:

- 1) Foods and drinks with high sugar content or sugar listed as the first ingredient, including: cookies, cakes, cupcakes, candy of any kind, and soda (regular or diet);
- 2) Peanuts or foods containing peanuts;
- 3) Foods with more than 8 grams of fat per serving.

Here are some ideas for healthier party foods:

- 1) Fresh fruit: You may bring whole fruit from home. Cut fruit must come from a store. It can be served with yogurt dip.
- 2) Dried fruit
- 3) Fruit leathers: No Fruit Rollups or other brands with added sugar. Look for brands that are all natural, with no added sugar.
- 4) Fruit popsicles: Made with real fruit and/or 100% fruit juice only.
- 5) Veggies and dip: Cut up vegetables must be purchased from a store, not prepared at home.
- 6) Whole grain muffins: Fruit may be added. Baked goods can be prepared at home.
- 7) Mini rice cakes
- 8) Baked tortilla, pita, potato or bagel chips with salsa or other dip, such as hummus (under 8 grams of fat/serving)
- 9) Low fat popcorn
- 10) Pumpkin seeds or Sunflower seeds
- 11) Pretzels-plain or maybe with mustard
- 12) Whole grain English muffin pizzas made with part skim mozzarella cheese
- 13) Yogurt (low fat)
- 14) Granola bars
- 15) Cereal bars
- 16) Drinks: 100% fruit juice or water

Playground Supervision and P.E. Recess Days

Students will receive Physical Education time during lunch/recess according to their schedule. The P.E. teacher will conduct these activities assisted by our playground aides and the principal on P.E./Recess days. We ask that students wear appropriate footwear each day.

Please note that the playground is not supervised after school and students are expected to leave for home immediately following dismissal.

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 the 2008-2009 school year, 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, Football, Soccer, Knitting/Crocheting, Ecology/Gardening, and Yoga. 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 x0.

After School Homework Club and Academic After School will also be offered to students on a teacher/parent referral basis.

CHORUS

All Alexander Hamilton students will participate in a vocal 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. The spring concert is optional.

ENRICHMENT

All third, fourth, and fifth graders have the opportunity to select enrichment units presented by teachers and specialists. Units will include a variety of problem solving strategies that complement the multiple intelligences and interests of children. A child friendly brochure will be distributed to the students and parents for selection. The enrichment units will be offered for two separate sessions in the fall and spring. Enrichment units alternate with Mentoring.

MENTORING

The mentoring program provides a safe place for students to get to know each other and share their ideas and concerns. This year students will remain with their homeroom teacher and an additional teacher from the building for mentoring. Mentoring occurs once per six-day cycle throughout the year, except during the two Enrichment sessions. Discussions and activities focus on character education, friendship, conflict resolution, and preventing teasing and bullying.

QUEST

This program identifies the top one to five percent of our district's grades 3-5 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. Behavioral Characteristics Checklists completed by teachers and parents, Children’s Progress or NJASK test scores, Naglieri Nonverbal Ability Test (NNAT) scores, and portfolio assessments in reading, writing, and math are critical components of the identification process. A district committee determines final student selections. Selected students work with the teacher of the gifted and talented in an intensive pull-out program that goes beyond the scope of the regular curriculum.

SCIENCE AND ART FAIR

Each spring our students present an all-school science and art fair. This activity is one of the highlights of our academic year. Parents are encouraged to support this activity and to promote the interests of their children in their science projects.

Report Cards

Report cards 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 questions regarding grades.

Parent/teacher conferences are scheduled following the completion of the first and third quarters (occurring in 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 at the sound of the fire alarm.
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, 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.

A copy of our detailed Common Rules for Common Areas will be handed out at Back to School Night.

Sunrise/Sunset

Sunrise/Sunset provides a safe, supportive, supervised environment for children 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.

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

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.

Suspensions:

Suspensions from school are directed by the principal for the very worst infractions of school rules and policy. In the unlikely event that a student behaves in a fashion that requires an Out of School Suspension (OSS), the following steps will be taken to ensure the district's compliance with the law and the protection of the student's rights under the law:

- **A student hearing will be conducted prior to the suspension**
- **The parent/guardian will be notified, as will the Superintendent, and the Case Manager, if the child is a student with disabilities**
- **A suspended student may not come to school for any reason during the suspension and may not take part in any school activities, during or after school, until reinstated**
- **Educational services will be provided within five days of the initial date of the suspension, as required by N.J.A.C. 6A:16-7.2 and N.J.A.C. 6A:14-2.8(a)**

If your child is suspended, you are required to meet with the principal before reinstatement can take place. Suspension precludes participation in extra-curricular activities including field trips.

Standardized Testing

All third, fourth and fifth graders in NJ take the NJASK Assessment. All students will also take The Naglieri Nonverbal Ability Test (NNAT). The NNAT is a brief, culture fair, non verbal measure of students ability to use reasoning and problem solving skills. See the Morris School District calendar for the schedule for the 2009-2010 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 30th 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. Just “getting by” is not a worthwhile goal.

Support Services

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

Preventive and Remedial (PAR) or Basic Skills Instruction (BSI)

Classroom teachers provide extra help and individual attention for all students. PAR/BSI 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 PAR/BSI, the summer Basic Skills program and/or an English Language Learner (ELL) program.

English Language Learner (ELL) Program

Students who are not native speakers of English receive language instruction and basic skills 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. The district provides a summer ELL program.

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 Statement

Some children have disabilities and need extra help to succeed. If you know of a preschool age child (age 3-5) who lives in our district and has trouble speaking, seeing, hearing, walking, running or manipulating small objects, he/she may be experiencing developmental delays. Chances are that with early detection such delays can be corrected. The Morris School District child study team can offer help in evaluating and providing, if eligible, a special education program. Call 973-292-2222 ext. 1100 for more information.

Speech Therapist

Our speech therapist, Mrs. Joanne Summer, 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.

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.

Visitors

All visitors and volunteers are required to report to the school office upon entering the building to sign in and obtain a visitors/volunteer sticker which is to be worn during the visit. At the conclusion of each visit, the visitor must sign out at the office. Please respect the need for as few classroom interruptions as possible.

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 973-538-0454

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 973-539-2085

Museum of Early Trades and Crafts - The museum tells the history of 18th and 19th 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 908-766-5787

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

Community Theater of Morristown - 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, communitytheatrenj.com

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, Morristwp.com

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 973-326-7645

Cooper Gristmill - A restored and operating 19th 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 973-539-2085

Great Swamp National Wildlife Refuge - Approximately 7,500 acre sanctuary, including 8.5 miles of trails, observation blinds, boardwalks, and family events. Harding Township 973-425-1222

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 973-326-7600, 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 19th 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 973-372-6200

Mennen Sports Arena - 161 East Hanover Avenue, Morris Township 973-326-7650

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 973-292-0606

Sony Theater – State Highway No. 10, East Hanover 973-515-1200

Madison Cinema 4 - Lincoln Place, Madison 973-377-2388