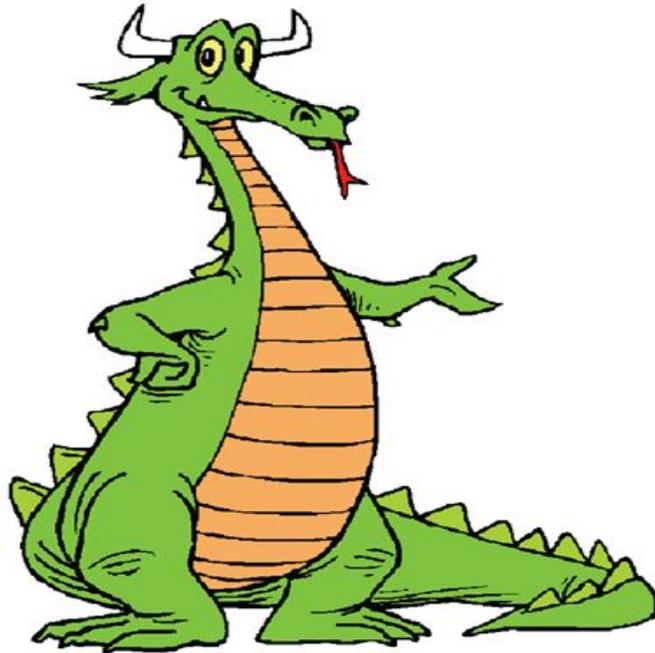


Thomas P. Hughes School



Family Handbook

2018 - 2019

Mrs. Jessica Nardi
Principal

Mrs. Jody Morrison
Secretary

School Telephones

Office (908) 464-1717

FAX (908) 464-1783

Principal's Message

Dear Parents and Guardians,

Welcome to Thomas P. Hughes School. This handbook is designed to complement the official Berkeley Heights Parent's Handbook and provide the parents of Hughes School children with the information they will need on pertinent items of school policy, rules, procedures, etc. If you have any questions, please feel free to call the school.

All children are unique with varied abilities, needs, interests and aptitudes. They require a sense of accomplishment and fulfillment, a stimulating and supportive learning environment, and the knowledge and skills necessary to function successfully in our ever-changing society.

It is our belief that the above can best be served when the home and school form a partnership in the learning process and are supportive of each other.

The faculty, staff, and I hope your child has a most successful, happy, enriching, and productive school year.

Sincerely,

Jessica Nardi
Principal

SCHOOL HOURS

School starts at: 8:25 a.m.

Dismissal time is: 2:50 p.m.

At 8:25 a.m. the bell rings, and the children form lines. The children enter the building under the supervision of the teachers on duty.

The numbers of the classrooms are painted on the blacktop surface of the playground. When the bell rings at 8:25 a.m. your child will line up behind the number of his or her room. When your child enters the building, he or she will do so in the company of other children in his or her class and has only to follow them in order to reach the proper room.

There will be two teachers outside “on duty” beginning at 8:10 a.m. each school day. All students will wait outside until 8:25 a.m. If the weather is inclement (as determined by the teachers on duty), students will be permitted inside the building beginning at 8:10 a.m.

For the safety of your child, please make sure he or she does not arrive on school grounds before 8:10 a.m. unless he or she is requested to be in school for early morning instruction or music practice.

COMING TO AND FROM SCHOOL

Walkers: All students who walk to school are to cross in the presence of crossing guards.

Please discuss an arrangement with your child regarding transportation on rainy days. Your child should *know ahead of time* whether you intend to pick him or her up on rainy days, and if so, where he or she should look for your car. Please do not block the driveways at any time. *School buses must be able to pass through the driveways.*

Bus: Students who are transported by bus receive special instructions regarding bus policies. Everyone should know that *only those students who are authorized to have bus transportation* may ride the school bus. Should a “non-bus” child be invited to the home of a friend (who is normally transported by bus) after school, alternate transportation will have to be arranged by the parents.

Bicycles: Only students in Grades 4 and 5 are permitted to ride their bicycles to school. Third graders may, with parent approval, ride their

bicycles to school once they have participated in the bicycle road-eo. Please stress correct, proper, and safe riding habits with your child. State law requires children to wear bicycle helmets when riding bicycles. Please remind your child that bicycles are not to be ridden on school property during the hours of 8:10 a.m. and 3:15 p.m. Upon reaching school grounds, your child *must* dismount and walk his or her bicycle to the bike rack. This rule is important for the safety of all students. Any student disregarding this rule will have his or her riding privilege suspended.

Automobile: Parents who transport their children to and from school need to be aware of and follow the driveway procedures that were developed by a committee of parents and school personnel. Contact the school office if you have any questions.

Playground Safety: Students who wish to play on playground equipment during or after school are required to wear shoes with a closed back (i.e. Flip Flops are not permitted.) “Tagging” games (with the exception of a ball game) are not permitted on the blacktop, field, or playground area.

EARLY DISMISSALS

If a student needs an early excuse from school due to an appointment, he or she must bring a note from home and *must be picked up in the school office*. If the appointment is of an emergency nature, the parent may call the office to ask that the child be notified that he or she is to be picked up at a given time. Parents must sign their child out at the office at the time he or she is picked up. Office staff will call the classroom and have the child come to the office. *At no time is the parent permitted to go directly to the child’s classroom.*

In order to minimize disruptions to their child’s education and the rest of the children in the classroom, we request that parents make every effort to schedule appointments during non-school hours.

USE OF SCHOOL PHONE

The school phone is for official school business only. So that we may encourage students to be more responsible, students may not use the school phone except under the following circumstances.

Grade 2:

- Forgotten book reports or presentations.
- Unsure of pick-up plans (not to arrange play dates.)
- Emergency issues (such as lunch for children with food allergies.)

Grade 3:

- Forgotten presentations.
- Unsure of pick-up plans (not to arrange play dates.)
- Emergency issues (such as lunch for children with food allergies.)
- Forgotten instruments on concert days.

Grade 4:

- Change in after-school activities (not to arrange play dates.)
- Items desperately needed (i.e. Instruments for concerts or concert rehearsal; Items for special projects.)

Grade 5:

- Abrupt change of after school activities (i.e. After School clubs cancelled.)

Please use discretion in granting children permission to use the phone.

Be sure your child knows the plan for his or her after school activities. Making a “play date” is never seen as an emergency. Thanks for your cooperation.

SCHOOL VISITATIONS

Parents and Guardians are important educational partners and are welcome in Berkeley Heights Public Schools. However, except in an emergency, to ensure the availability of teachers, and counselors, parents are encouraged to schedule appointments for meeting in advance. Upon arrival at a school building, a parent or guardian must use the main entrance of the building and sign in at the “Welcome Window” in the secure vestibule where they will be asked to provide identification and receive a visitor identification tag.

Visits from students from other districts are discouraged, except under rare circumstances. Students are not permitted to have a guest in school unless the school’s principal has approved the arrangements in advance. Visitors

will not have access to the building beyond the vestibule unless they are invited in or have an appointment.

Family members will be invited to visit our school at various times during the school year. Information about these visitations will be provided by the building principal and classroom teachers.

Our goal; in cooperation with local police, is to improve student and staff security through the reduction of school visitors to the school during operational hours. Please consider the importance of your visit prior to your arrival.

EMERGENCY CLOSING OF SCHOOL

In the event that school must remain closed due to inclement weather or because of an emergency situation at school, the Honeywell automated message system will contact all homes by telephone. Every effort will be made to contact families well in advance of the time when the children would normally leave for school. Parents may also check the district website (www.bhpsnj.org) or listen to the participating T.V. or radio stations.

EMERGENCY EARLY DISMISSAL

There have been occasions in the past when children have been sent home from school *before the regular closing time* due to either an emergency situation in school or because of inclement weather conditions. For early dismissals, a district approved emergency school closing procedure will go into effect. The Honeywell automated messaging system will contact parents at home or at work.

All parents *must* make plans for their children in the event that an early dismissal is called. Your child must be aware and knowledgeable as to *where to go* and *what to do*. This requires that you sit down with your child and develop a definite plan of action. Set up a procedure for him or her to follow if you will not be home on such days, i.e., arrange with a friend and/or neighbor to have a place for your child to go. Your child's class parent will contact you with further information on early closing procedures.

It is the practice at Hughes that, in the event of an emergency closing, in the absence of written or verbal instructions, and the persons listed on the

emergency card are not available, children will remain supervised at the school until they have been picked up by a parent, guardian, or designee.

LUNCH PROGRAM

Policy: No child is permitted to go home for lunch. All children in grades two through five eat their lunches in the school cafeteria. They may buy lunch in the cafeteria or bring lunch from home. Children who bring lunch from home may purchase milk and/or snacks in the cafeteria.

The price of a complete meal, including milk, is \$3.75. Milk purchased separately is \$.70 for 1%, skim, or low-fat chocolate. Parents dropping off forgotten lunches should bring them *to the school office before 10:45 a.m. Do not go directly to the classroom.*

We request that parents not purchase fast food or pizza and bring it to the school for their child to eat.

Lunch menus are posted on the school website monthly.

Lunch Money: Parents are encouraged to set up their online PayForIt account through the district website. Money can be deposited online with a credit card, or cash/checks may be sent into school in an envelope to be deposited into the student's account. If a student's account balance is low or negative, a reminder will be sent home. All outstanding balances should be cleared as soon as possible. Report cards may be held back until any outstanding balances are paid.

MEDICATION AND MEDICAL POLICY

The following is the policy of the school district relative to the administration of medication to pupils at school:

Staff members are not permitted to administer medication to students at anytime. All student medication is to be administered by the school nurse in accordance with the following procedures and regulations established by the Board of Education.

Medication will be administered to students only after the following criteria are met:

1. A written statement has been received from the parents authorizing the administration of the medication prescribed by the family physician together with a written statement from said family physician, which

identifies the type, dosage, and purpose of the medication. This statement is required, and there will be no deviation from this requirement.

2. All statements and medications are to be given directly to the school nurse or principal. Medications must be in a labeled pharmacy bottle that identifies the pupil, the medication, and prescribed dosage. Medications will be kept under lock and key in the medical room. **NO TEACHER IS PERMITTED TO GIVE MEDICATIONS AT ANY TIME.**
3. **No medication**, including over-the-counter medication, will be administered without a specific order from a physician. This includes aspirin, Tylenol, or cough drops.
4. Diagnosis or treatment beyond first aid procedures is not the responsibility of the school.

Reminder: If a student is absent due to illness, they must be “fever-free” for 24 hours prior to returning to school.

Medical Restriction: If a child is restricted from physical education for medical reasons, he or she is not permitted to go out on the playground for recess. Other arrangements will be made for the student on days when there is outside recess. Any student who is restricted for medical reasons must have a note from home. If the condition is to continue for more than one week a note must be obtained from the doctor stating the reason for and the expected duration of the restriction.

DISCIPLINARY PROCEDURES

At Hughes School, all students have the opportunity to learn and grow in an enjoyable atmosphere filled with pride and respect for others. To function in our society, students must develop an understanding of their self-worth and respect for other people and property. Children feel secure when they function with a set of rules and guidelines. In all schools, it is necessary that rules and regulations be established and enforced for the safety and well-being of all. A *Code of Discipline for Hughes School* is available online.

ABSENTEE POLICY

If your child is absent from school:

1. Please call the school office at 464-1717. Give your child's name, grade, teacher's name, and reason for absence. If possible, indicate the number of days the child will be out of school. If you wish to speak directly with the school nurse, please call between 8:30 and 9:00 a.m.
2. The nurse will check attendance each day and contact the family of any absent child for whom a call has not been received.
3. Parents will be notified, in writing, when a child's absenteeism or tardiness becomes excessive. Depending upon the circumstances, the district's attendance officer may be notified.
4. Any student who has been absent from or tardy to school must present a note from a parent explaining the absence or tardiness upon his or her return. Please include the current date, student's first and last name, the date(s) of absence(s), and your signature as parent or guardian.
5. Any student arriving to school after the 8:35 bell must first report to the office to receive a tardy slip. The student shall present the slip to his or her teacher.

HOMEWORK

Homework is considered an important component of a student's educational program. The student is responsible for its timely completion.

Parent or guardian involvement and/or monitoring is essential. The cooperation of the parent or guardian toward homework is critical in the development and reinforcement of responsibility, self-direction, self-discipline and sense of pride in the student's accomplishments.

Parents are requested to:

1. provide an environment conducive for home study;
2. encourage the use of the school media center, public libraries and other resources;
3. monitor the timely and appropriate completion of daily and long term assignments;

4. communicate with the classroom teacher if there are any concerns.

Homework may take many forms. It may be written or verbal and may involve the use of various materials. It may require either independent completion or interaction with a family member or other individuals. It may be completed in one evening or be part of a long-range assignment.

Objectives

1. To reinforce what has been learned in school by providing practice, integration, and application of skills
2. To supplement and enrich school experiences through activities which can be done at home or at other locations
3. To promote transition of school activities into life-long behaviors

Time Allotments

General guidelines have been established for nightly assignments although actual time may vary from student to student.

1. 30 minutes for grades 2 and 3 , excluding reading time
2. 45 -60 minutes for grades 4 and 5, excluding reading time

PARENT REQUESTS FOR HOMEWORK

If a child is to be out of school for longer than one day, parents are encouraged to contact the school and arrange for homework assignments. In order for teachers to have sufficient time to prepare materials, requests for homework must be called into the school office no later than 9:00 a.m. Homework will not be available in the school office until after 3:30 p.m. (*which means we will be unable to send the work home with a sibling or friend.*)

Please note that teachers are not expected to provide homework for students who are absent from school for a non-excused reason, i.e., family vacations when school is in session.

PARENT CONFERENCES

A scheduled parent-teacher conference will be held during the school year. Parents will be sent information concerning the conference through the mail in advance of the conference date.

Parents may arrange for a conference with their child's teacher at any time simply by sending a note to the teacher or by calling the school office and leaving a message for the teacher. Parents may arrange for a conference with the principal at any time by calling the school office.

CLASS PLACEMENT

At Hughes School, a youngster's class placement for the next grade is determined through a careful and thoughtful process involving a team composed of the school's professional staff. Parents are invited to share their views regarding the class placement of their child with the principal in writing. Parents should discuss the qualities of a teacher they believe would work best with their child and not request a specific teacher.

The principal has the final decision regarding class placement.

PARENT TEACHER ORGANIZATION - PTO

Parents are urged to join and support the Hughes School PTO. Helping and joining the PTO is an excellent way to meet new people and help your child.

President: Karen Polizzi

Vice President: Amy Coviello

VOLUNTEERS

Volunteers are welcomed and needed at all times in the media center and classrooms. This is an ideal way to get to know your child's school and have a most rewarding experience. Just give us a call at school or get in touch with one of the PTO officers. We are most grateful to all the volunteers who have helped in the past. Thank you!

PARENTS' HANDBOOK (DISTRICT)

You can view the [Parents' Handbook](#) for the entire Berkeley Heights Public School District online.

Thomas P. Hughes School Teaching Staff 2018-2019

Grade 2

Mrs. Loriann DiBelardino
Ms. Emily Goodman
Mrs. Kristin Insabella
Mrs. Joanne Jocus

Grade 3

Mrs. Erika Barton
Mrs. Gale Bradford
Mrs. Melany Castellanos
Mrs. Catherine Pearsall
Mrs. Kara Wilson

Grade 4

Mrs. Kate Corcoran
Mrs. Lindsay Liguori
Mrs. Lindsey Guyton
Mr. Matthew Madura
Mrs. Tobey Schocklin

Grade 5

Miss Danielle Bamundo
Mrs. Jennifer Fischer
Mrs. Ellen Massa
Ms. Pam Wilczynski

School Nurse

Ms. Emily Long

Art

Ms. Jennifer Hanselman
Ms. Michelle Harpster

Physical Education

Mr. Joseph Sinko

Librarian

Ms. Mary Niedenuhr

Speech

Mrs. Ann Bird

Reading

Mrs. Carolyn Bowden

Computer Specialist

Mrs. Andrea Masri

Instrumental/Vocal Music

Mr. Justin Derman
Mr. David Grego
Ms. Stephanie Spano

World Language

Mrs. Shannon O'Shea

Aides

Ms. Karin Brown
Mrs. Nicole Carotenuto
Ms. Candi Miller
Ms. Jenna Oden

QUEST

Mrs. Andrea Masri

School Counselor

Ms. Elizabeth Bartlett

Related Services

Mrs. Jaime Cucchiara
Mrs. Tobey Marcus
Dr. Heather McGarry

Instructional Review

Karen Porzio