



Dear Clinton Community,

Welcome to what will be a very successful 2012-2013 school year. Our Clinton teachers, staff, and I look forward to each day as we engage your children in fulfilling and rewarding learning experiences in a safe, nurturing, “green” school environment.

All of us collaborate and work to achieve the goals of the South Orange and Maplewood School District which include educating the complete student by promoting the intellectual, social, emotional and physical growth of **all** students. We, at Clinton, thrive on the diversity of our community and the caring partnerships we have maintained among our staff, students, and families. These partnerships are rewarding as well as productive and are crucial in our quest to achieve our goals.

This Student and Parent Handbook was written as a guide to inform you of some of the things you need to know as a member of this school community. Other resources we have to keep you informed are Clinton’s PTA website: [www.clintonelementary.org](http://www.clintonelementary.org), our district calendar/handbook which each family receives, and the district website: [www.somsd.k12.nj.us](http://www.somsd.k12.nj.us).

We look forward to working closely with you and your child this year. Do not hesitate to contact us if you have any questions regarding the school or your child’s progress. We wish you and your child a wonderful year of learning.

Sincerely,

*Patricia O’Neill*

Principal  
Clinton Elementary School

“...The inherent motive for academic excellence is a joy of learning and the wish to be thoughtful in exploration and celebratory in accomplishment. These come at the earliest age of schooling, which begins at home and continues in the elementary years of school. Each moment matters...”

Richard Eldridge - The Willow School - 2004

## Faculty/Staff Roster 2012-2013

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Name</u></b>
Principal	Patricia O'Neill	Phys Ed	Jeff Lehman
Assistant Principal	Ann Bodnar		Jordyn Freede
Secretary	Vineta Budhu	Music	Rebecca Jacobsen
Clerical Aide	Kathleen Robinson	Instrumental	Jasmin Bloch Michelle Hatcher
Social Worker	Lindy Rollo		
Nurse	Joann Harrigan	Art	Christine Tischio
Kindergarten	Gina LaConte Robin Ross Jan Wasserman	Library/Media Center Speech	Jennifer Latimer Deborah Blumenthal
Grade 1	Marlene Cutrufello Diana Dadaian Lisa Ruggiero Kelli Solas /Dawn Gordon Jennifer Zalinski	ELL	Arlene Aguirre Kate Fearon Meg Hanley Francel Michel (ELL Para)
Grade 2	Beth Frascella Deborah Marr Natasha Pomares Kathy Shelffo/Maria Muscarella	Special Education Multiage	Rebecca Antunes
Grade 3	Deb Ceccacci/Joanna Leach Michael Drechsel Mary Leocata/Jill Fox Stephanie Wrembel	Academic Intervention/Reading	Elizabeth Mehl Cristina Swan Paula Ortiz
Grade 4	Yolande Fleming/Mara Leibowitz Susan Froelich Marian Power	World Languages	Allison Bekkedahl Miquelina Dunne
Grade 5	Allison Kessler-Slavin Yalonda Kirkland/Jennifer Cudmore Shea Levin Michael Mack/Jasmine Mathew	Child Study Team	Nathan Hollis Michael Zarabi Marge La Volpe Rebecca Milligan

**You can contact any faculty or staff member by phone or email using their first initial and the first seven letters of their last name followed by @somsd.k12.nj.us for example: to contact Buddy Clinton you would type [bclinton@somsd.k12.nj.us](mailto:bclinton@somsd.k12.nj.us)**

### **Our Mission**

Clinton Elementary School, in partnership with the Clinton community, will provide and support a learning environment which engages and challenges all students, encourages them to strive for excellence intellectually and creatively, promotes care and respect for one another and pride in the diversity of our community.

### **Our Vision**

Based on the core belief that all students have the ability to learn, all members of the Clinton School community will empower each child to reach his or her fullest potential.

As lifelong learners, our students will possess core academic knowledge and 21<sup>st</sup> century skills leading them to become respectful, accepting, productive, and responsible citizens in this global society.

### **Our District**

The South Orange-Maplewood School district prepares each student to be a productive member of society by offering a quality, comprehensive education within a diverse learning community that values academic excellence. As a productive member of society, a student of South Orange-Maplewood will be:

- Responsible, caring, collaborative and ethical.
- A critical thinker and problem solver.
- An effective communicator, both orally and in writing.
- A lifelong learner.

### **Core Values**

- We value equity and excellence in achieving our mission.
- We value effective communication and active collaboration.
- We value investments in early childhood as the foundation of good education.
- We value the renewal of our secondary schools as vibrant and rigorous learning environment

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## **ABSENCE FROM SCHOOL**

If your child will be absent, please notify the school by calling 973-378-7686 by 8:15 a.m. It is also helpful to call this number if your child will be late to school.

In case of absence due to illness, please inform the school of the nature of the illness. It is important for us to know when there is a communicable illness so that we can notify Nurse Harrigan and take appropriate actions if necessary

If a student is absent for two consecutive days contact the teacher for assignments. Homework will be ready at 3:00 p.m. on the second day, if requested by a parent.

**Absences Not Related to Illness:** Parents who choose to take their child out of school for personal reasons (family vacations, etc.), should understand that teachers are under no obligation to provide assignments during the period of absence from school. A note must be sent to the teacher and school secretary in advance of any planned absence advising them of the dates.

## **AGE REQUIREMENT**

A child is eligible for entrance into kindergarten at the start of the regular school year if he/she has reached five (5) years of age on or before October 1st of the year in which entrance is sought. No child will be admitted to kindergarten who has not met the age requirement set by this policy.

## **ARRIVAL AND DISMISSAL PROCEDURES**

The school bell rings at **8:05 am**. To ensure an orderly arrival each day, students line up in assigned locations where their teachers will meet them. Students are also dismissed at **2:35 pm** at the same location.

Parents may drop off students beginning at **8:00 am**. not before, since there is no adult supervision. Students are to be dropped off in the front of the school.

**For the safety of our students, please do not pull in the driveway to drop off or pick up your child.**

If your child is late, they must report to the office before going to their homeroom.

**Students are not permitted in the building prior to 8:05 a.m. without permission, unless they are enrolled in the Before School, Breakfast Programs or an authorized morning program. They may enter through the cafeteria entrance.**

On days when the weather is severe, students will come to the auditorium at 8:00 and their teachers will meet them there at 8:05.

## **DISMISSAL - REGULAR DAYS**

Students are dismissed at 2:35 p.m. On 4-hour days school ends at 12:05 p.m.

In October 2007, the Board of Education adopted Policy 8601 to ensure the safety of our students after dismissal. Each year, parents/guardians must complete a dismissal form informing the school of how their child will be getting home. This information is for dismissal on regular and 4-hour days.

**Students in Kindergarten, first and second grades will not be allowed to walk home alone. They must be picked up by a parent or designated escort.**

**Students in third, fourth or fifth grades may walk home with their parent's permission. Any parent who does not want their child to walk home unescorted must complete a dismissal form designating who will pick their child up.**

Forms will be sent home in the beginning of the year and will be available in the main office.

Any designated escort, other than the parent/guardian, will be required to show identification before taking the student.

Students who walk home must leave school grounds immediately. There are no staff members to supervise students after 2:35 p.m. For safety and security reasons, students who play on the playground after dismissal must be accompanied by an adult.

**If a student needs to be picked up early from school for any reason, teachers should be notified in advance if possible, and parents/guardians must report to the Main Office to sign out their child.**

**The following procedures are in place to ensure the safety of your children:**

- Between the hours of 7:45 a.m. and 3:30 p.m., our school parking lot is for staff only. Parents should not drive into the lot to drop off students as this creates a dangerous situation for students walking and waiting outside the side entrances.
- Also be aware of street signs on Burroughs Way. Parking is not allowed in several areas. Please follow these rules to facilitate a safe and smooth process for everyone. It is also important to be respectful of Burroughs Way residents whose driveways are often blocked by parents' vehicles.
- The intersection of Burroughs Way and Berkshire Road, in front of the school, is hazardous anytime there are children present. Please be informed that there is a stop sign on Burroughs Way heading south towards Parker Avenue. By law, there is no parking within fifty feet of that sign. These laws are enforced daily by the Maplewood Police Department.
- **Only buses and faculty cars are permitted in the parking lot. All parking spaces are reserved.**
- Children are permitted to cross the street only at designated crosswalks.

## **ATTENDANCE**

Student attendance is an important factor in a student's success in school. Students who are frequently absent, tardy, or leave school early miss a large part of the curriculum. We encourage families to schedule their appointments and trips during already scheduled school holidays. The number of times a student is absent or tardy will be recorded and will become part of his/her permanent record.

## **BACKPACKS**

Encourage your child to give you handouts, completed work and assignments promptly. By doing so you reinforce the value of good work habits and study skills, and build your child's dependability and responsibility. Backpacks and folders will also contain information about class events, programs, and policies that may not be posted on the websites so please check for these time sensitive materials.

Please make sure that your child's backpack is lightweight and in good condition. A backpack that is too heavy adds to the weight of what your child takes home and may be too heavy to walk with. If the backpack is torn or damaged, materials your child needs may fall out without them knowing it.

## **BICYCLES**

Fifth grade students are permitted to ride their bikes to school only if they have written permission from their parents. Permissions slips will be sent home at the beginning of the school year. If they do have permission, they may ride their bikes (weather permitting) to and from school. They must wear a helmet (NJ state law) and they must lock their bikes to the bike rack.

## **BULLYING**

Clinton School prides itself on its character education and social work programs. These programs are implemented to assist all students in using the social and emotional tools needed to continue to grow into caring, empathetic individuals who understand and value how unique we all are. When anyone is bullied, the victim is traumatized and according to New Jersey Law and Board of Education Policy 5512, the student(s) who harass, intimidate or bully others will face consequences from behavioral interventions up to and including suspension.

We ask you to have conversations with your child about the effects of teasing/bullying and encourage them to speak with an adult when they witness such behavior.

## **CLOSING/DELAYED OPENING/EARLY CLOSING**

### **School Closing**

When school is closed due to inclement weather or because of other unforeseen circumstances, the district has subscribed to Call-Em-All, a phone service which will send an automated call from the superintendent **to the number you requested us to use as your emergency number**. Please make sure the number in the system is the number you can be reached at if there is an emergency. This system will be used for weather and other emergencies.

If you did not receive a call, please notify the school office.

We will also hang a RED FLAG from the flagpole if the school is closed.

Early in the school year you will receive an emergency dismissal form. Included on this form will be:

- 1) phone numbers where parent(s) can be reached during the day (home, work and cell phone numbers);
- 2) name(s) and telephone number(s) of alternate contact(s) (i.e., emergency child care provider). These contacts must be local and willing to provide care for your child in the event of an emergency.

**If you change your address, phone numbers (work, home or cell), or the person to be notified in case of emergency, please notify the office immediately.**

School closings will also be announced on the following:

WINS (1010AM)	WNBC-TV (Channel 4)
WNYW FOX-TV (Channel 5)	WABC-TV (Channel 7)
NJ Network News (Channel 12) Cablevision (Channel 19 in S. Orange)	
Comcast (Channel 35 in Maplewood)	
District Website <a href="http://www.southorangemaplewood.org">www.southorangemaplewood.org</a>	

### **Delayed Openings**

The Call-Em-All system also notifies parents of delayed openings. The school day begins exactly two hours later than usual on such days (10:05 am). Students should arrive no earlier than 10:00 and there will be no breakfast program.

We will also hang a YELLOW FLAG from the flagpole to alert you that there is a delayed opening.

### **Early Closings**

The information on the emergency dismissal form will also be used in cases where school must close early. If school must close early, the Call-Em-All system will phone you or the school will phone the "emergency contacts" you have listed on the Emergency Dismissal Form. Children whose parents' instructions cannot be followed will be cared for by the school (possibly with the help of the police department and the district office) until the end of the regular school day.

**Please discuss your emergency plans with your child.**

## CODE OF CONDUCT

We believe that every child is entitled to a safe and peaceful environment conducive to learning. The safety of each student in our school and the ability to maintain an appropriate environment for learning are of utmost importance. To accomplish this goal it is imperative that students, parents, teachers and administrators work together. Our students need to know what behaviors are acceptable and appropriate and which are not.

The most effective behavior management occurs when the teacher and student interact together. Most problems can be solved within the classroom. Parents/Guardians are partners with the school and will be made aware of any issues in need of resolution. Parents may arrange conferences with teachers to discuss any concerns and are encouraged to share any situations that may affect a child's behavior or general academic performance.

Teachers develop and accurately follow classroom behavior plans that include positive outcomes for students who consistently make the right choices. Students who do not make the right choices may be excluded from reward activities, suspended from recess and/or suspended from school. Parents will be notified when such inappropriate behaviors and/or suspendable offenses occur so they may work with us to alleviate such behaviors. All students are subject to these procedures whether they occur with a staff member, substitute teacher or school guest visitor. Additionally, classroom plans do not preclude the fact that in some instances it may be necessary for students to be sent to the office without first making contact with the parent.

The district's Elementary Code of Conduct will be distributed to all district families in September.

Clinton students and staff created the following Student Expectations which we abide by.

We will:

- Be Kind  
To Ourselves and Others
  
- Respect  
School Property  
The Personal Space of Others  
All Staff Members and Classmates
  
- Be Prepared  
To Learn and  
Strive to Be Our Very Best
  
- Follow Directions  
Of Clinton Teachers and Staff  
Make Good Choices Daily

Our announcements, morning meetings, and student government council reinforce and build upon these expectations. Overall they focus on five core traits:

- Respect
- Caring
- Citizenship
- Responsibility
- Honesty

Our intention is to develop an environment that develops decision-making and life skills, promotes critical thinking and boosts self-esteem. We also hope to maintain an atmosphere that gives each student a working yardstick with which to measure his/her own behaviors, values and achievements with careful consideration for the effects they have on themselves and others. With this tool in hand, our students will be better prepared to face new challenges in their environments.

We aim to produce a school climate where every student and adult has a sense of ownership and accountability to Clinton School and every member of the school community. In addition to general behavioral expectations, certain areas of the school hold their own set of rules and guidelines.

### Expectations for Student Behavior in the Cafeteria

- A. Students keep their areas clean. Napkins, straws, food, etc. which may have been dropped on the table or floor, should be picked up before leaving the table area. A custodian will be available for cleaning large spills
- B. Students remain seated unless they have permission to leave their seats
- C. Students use proper table manners
- D. Hats are worn outdoors only unless it is "hat day"
- E. Students use quiet inside voices
- F. Students are expected to be respectful of the other students sitting at their table during lunch
- G. For health and safety reasons students may not share food with any other student
- H. Students are expected to form an orderly line when asked to do so and to exit the lunchroom and reenter the school building after recess in the same manner

### Expectations for Student Behavior on the Playground

Recess is a time for the students to socialize, play games, and to take a break from their schoolwork. It should be a relaxing time for the students. Students must comply with the rules established to help maintain order and ensure students' safety.

- A. Students share equipment and play fairly and appropriately
- B. Students listen carefully and follow directions of the adults in charge
- C. Students ask for assistance from adults when they have trouble with another student
- D. Students may not leave the play area without permission
- E. Dirt, woodchips, snow and ice should not be thrown at any time
- F. When recess ends, students are expected to reenter the school building in an orderly manner as directed by the teachers or other supervising personnel

To ensure the safety of our students, parents who wish to speak to their child during the school day, including recess, must follow the established procedure of first checking in at the main office and obtaining a visitor's pass. Then, upon going to the playground and before speaking to their child, they should identify themselves to the staff member on duty to let them know that they have checked into the office.

Many parents enjoy having lunch with their child. We welcome this but request that you check in at the main office and obtain a visitor's pass.

### Expectations of Student Behavior at Assemblies

Our PTA works hard to enrich our curriculum with entertaining and engaging assembly performances. We occasionally also have class or grade level assemblies where the auditorium is used. When attending any performance it is our expectation that:

- A. Students remain with their class and do not leave during the performance
- B. Students do not distract their classmates
- C. Students are respectful to the performer(s)

### **CROSSING GUARDS AND SAFETY PATROL**

The police department employs adult crossing guards who are on duty at various intersections near the school. Crossing guards are on duty in the morning and after school. For this reason, students are not kept after school unless parents have been notified. There are fifth grade safety patrols assigned to different areas of the schoolyard to monitor the other students' safety. Please talk with your children about the importance of listening to the directions of the safety patrol students and crossing guards.

### **CURRICULA**

All academic and related arts curricula for all grades are accessible through the district website: [www.southorangemaplewood.org](http://www.southorangemaplewood.org)

## DRESS CODE

Clinton School is your child's workplace. They should dress in clean, neat and respectful attire. Sneakers and closed shoes should be worn to protect their feet. Sneakers must be worn on the days students participate in physical education.

Large or expensive jewelry including earrings could be distracting and dangerous and should not be worn to school.

In warm weather, short shorts, mini-skirts, spaghetti strap or midriff tops are inappropriate and parents will be called to bring appropriate clothes for their child.

In cold weather, students should wear protective clothing including warm jackets or coats, hats, mittens or gloves. Boots should be worn on very rainy or snowy days.

Hats are not permitted to be worn in school unless it is for a special school spirit day.

## FIELD TRIPS

Field trips are a wonderful enhancement to the curriculum. In order for your child to attend, you must sign a permission slip for each field trip. We welcome parents to act as chaperones and if needed will ask for parents to join us and help out on our trip.

## FIRE DRILLS AND LOCKDOWNS

In order to ensure the safety of our students and staff, we conduct two safety drills per month. When the fire alarm rings everyone is required to exit the school from the nearest exit. Students are expected to exit quickly and quietly and follow the directions of their teachers. They also know to exit at the nearest door and join a class exiting from the same door in case they are not with their class when the alarm rings.

We will also practice monthly lockdowns or evacuations in order to ensure all students and staff are aware of the procedures to follow should we have an intruder or other incident where we need to lockdown or evacuate the school. Anyone in the building during these safety drills must follow the proper practice procedures.

## HEALTH AND SAFETY POLICIES

Medical Services are provided by a full-time certified nurse under the supervision of the school district physician. Medications can be administered to your child at school in accordance with the South Orange–Maplewood District Policy.

Annual vision and hearing screenings, health monitoring, and immunization reviews are provided as directed by the State Department of Health.

Please notify the school nurse if your child experiences a communicable disease, injury, serious illness or about any medications your child is on. Requests for homebound instruction or modification of regular classroom activities should also be directed to the school nurse in writing.

### Medication Policy:

Our district medication policy provides for medication to be administered to students during school hours. **All medications require a physician's written order and written parental permission before they can be administered.** This includes any prescription medications as well as any over-the-counter medications such as Tylenol, cough drops, nutritional supplements, etc.

The physician's request may be obtained at the time the medication is prescribed. If this is not possible, please have your physician FAX the request to the Clinton School nurse at (973) 378-5241. This FAX must be followed by the original copy.

**All medications must be delivered to the school nurse by the parent/guardian.** In addition, students may not have any medications in their possession while in school, with the exception of life saving medications such as inhalers. A special permission slip is required for this and arrangements should be made with the school nurse. The medication should be in its original labeled container. If they need a prescription medication, the prescription label should be legible and include the student's name, date ordered, medication name, dosage and times for administration.

Medication can only be administered by the school nurse, another registered nurse employed by the district, or the pupil's parent/guardian. **EXCEPTIONS TO THIS RULE INCLUDE EMERGENCY MEDICATIONS FOR PUPILS WITH BEE STING OR FOOD ALLERGIES, ASTHMA, OR OTHER LIFE THREATENING ILLNESSES.** These students may self-administer their emergency medication or the medication may be administered by a designee trained in the administration of the life-saving medication as well as CPR, provided that a physician's written order and a parental written request for their child's self-administration of emergency medication are on file in the school nurse's office. If you have any questions, contact our school nurse at (973) 378-7686 ext. 5003.

We strongly encourage communication with the school nurse so that your child can receive the best care during the school day. You can stop in (sign in first in the main office) or call the school nurse at any time with any questions or concerns. The health and safety of all students are our main concerns.

The following policies have been developed for the safety and well being of all our students:

- Students with casts/splints are occasionally allowed to participate in physical education classes by their personal physician. If the physical education teacher and the nurse determine that the particular physical activity is one in which **another** student may be injured by contact with the student's cast/splint, the student will not be allowed to participate in that particular activity.
- Students who have been excluded from school for treatment of conjunctivitis (bacterial) need to be on antibiotics for at least 24 hours before returning to school.
- Outdoor recess will be canceled in extreme weather conditions, when the temperature or the wind chill factor is determined to be less than 25 degrees Fahrenheit.
- Students experiencing emotional stress and/or depression will be referred to the school social worker, district psychologist, or school nurse for assistance.

**Snacks/Nutrition:** As a C.A.T.C.H School, we encourage parents to send lunches and snacks that emphasize a well-balanced, healthy diet. It may be possible to send in a snack to the class to celebrate your child's birthday, but please discuss this with your child's teacher in advance.

#### **Food Allergies:**

Children enjoy celebrating their birthdays at school. On these occasions, parents may bring individual treats to share with their child's class and teacher. **Many of our students have known food allergies and all of our students are potentially allergic to certain foods. Please check with your child's teacher or school nurse in advance regarding food allergies.**

#### **Illness:**

Parents generally use good judgment in deciding when a child is ill and should be kept home.

Following is a list of guidelines to aid you in your decision to keep your child home:

- Pain or discomfort that would inhibit learning
- Diarrhea
- Vomiting
- Temperature greater than 100 degrees. It is recommended that children be fever free for 24 hours before returning to school. This is to insure that they are well enough to take on a full schedule of activities. Children who don't feel well can't do their best work.
- Skin rashes that have not been seen by a doctor.
- Yellow discharge or crusty eyes

Occasionally a student may feel fine in the morning and develop symptoms of illness during the course of the school day. The school nurse will use the emergency card to contact parents or the nearest friend or relative if a child is ill and cannot remain in school. **It is important to keep the emergency notification card current.** If you change jobs or need to change emergency contact persons during the year, please update these phone numbers in the main office as soon as possible.

#### **Children may be excused or sent home from school for the following medical reasons:**

- Nausea, vomiting, diarrhea, abdominal pain
- Red, sore throat, swollen tonsils or glands, pus on tonsils with or without a fever

- Severe tiredness/sleeping in class
- Earache
- Frequent coughing or sneezing or profuse nasal discharge
- Wheezing or breathing difficulty
- Undiagnosed rashes or skin conditions known or suspected to be contagious
- Consistent poor hygiene

Students returning to school after being absent for three consecutive days due to illness should be seen by the nurse. If a student is absent for five consecutive days or more due to illness or injury, a doctor's note explaining the illness is required and the child should be seen by the nurse upon his/her return. We ask that parents inform the school nurse if their child has been diagnosed with strep, conjunctivitis or any other contagious illness. If a child has been hospitalized, a doctor's note is necessary to state that the child is well enough to return to school. Any physical restrictions necessary for the child's well being should be provided in writing.

## HOMework

By school board policy, the following time allocations for homework at various grade levels are intended to be applicable to the average student. Since children differ developmentally and work at diverse speeds, the time your child should spend on homework will vary.

- Kindergarten - There should be simple assignments that are easily completed in approximately 15 minutes, once or twice a week.
- Grade 1 - There should be regular assigned homework in this grade for approximately 30 minutes, two to three times a week.
- Grade 2 - There should be regular assigned homework in this grade for approximately 30 minutes, three to four times a week.
- Grade 3 - There should be regular assigned homework in this grade for no more than 45 minutes, four to five times a week.
- Grades 4 and 5 - There should be regular assigned homework in these grades for no more than 60 minutes, five times a week.
- All Clinton students should be reading a great book every night. Please read with them when possible.

Clinton teachers will provide you with homework/assignment information during Back-to-School Night. If you have any questions or concerns regarding assignments, please contact your child's teacher.

## HOURS

### Full Day Schedule

Grades K to 5: 8:05 am to 2:35 pm

Please do not bring students to school before 8:00 a.m. There are no staff members to supervise them before that time. Before-school and after-school programs are available.

**Before School Program:** The South Mountain YMCA sponsors an on-site before-school program. For information please call 973-762-4145.

The school district food service offers a breakfast program beginning at 7:35 am for a cost. Information regarding the breakfast program can be found in the main office of the school.

**After School Program:** The South Mountain YMCA offers an on-site after-school program. For information please call 973-762-4145.

### Four-Hour Session Schedule

Grades K to 5: 8:05 am to 12:05 pm

Four-hour days occur on parent conference dates, days prior to Thanksgiving and winter holidays, and the last two days of school in June. **No lunch is provided on these days.** Your child's teacher may ask that students bring a nutritious snack. Students must be picked up at 12:05.

## INTERVENTION COMMITTEE

The Intervention Committee provides assistance to teachers, support staff, administrators, and parents in developing preventive interventions to successfully accommodate the diverse learning and behavioral needs of students who are experiencing difficulties in their classes. It is led by the assistant principal, and is composed of general and special education teachers, reading and math specialists, an Academic Intervention Teacher and the building social worker. The team collaborates with the student's teachers and parents to develop an action plan that will support the specific needs of the student. By its nature, intervention is a process. Often, action plans are revisited and modified. In most cases, a successful action plan, which is created and shaped over a period of time, leads to the student's academic and behavioral success. In some cases, the Intervention Committee may feel that referring the student to the Child Study Team is necessary. Even in these cases, the prior period of intervention is valuable. Action Plans will illustrate that a referral is appropriate and it will help inform the Child Study team about strategies that have or have not been successful for the student. It is important that the intervention process is not seen as merely a waiting process or a "red tape" step for special education but a means to assist students who demonstrate learning or behavioral challenges.

## SOCIAL WORK PROGRAM

Clinton School offers social work services, which are provided by a social worker and two social work interns. We offer counseling and support services to children and their families and offer assistance in meeting the many challenges facing families today. For information please call Lindy Rollo, school social worker, at (973) 378-7686.

## ITEMS FROM HOME/ LOST AND FOUND

We understand a child's desire to bring toys to school. However, these items may be easily lost or broken, or may interfere with the learning process. Therefore, toys should be brought to school only when being used for an assignment.

- Electronic games should remain home. They are a distraction in school and often get lost or stolen.
- Students should not bring trading cards since these may lead to disagreements.
- Students should not bring gum, candy or any item of value to school including jewelry.
- Toy guns or weapons of any kind are not permitted at school.
- The school is not responsible for lost or damaged items.

Please LABEL your child's belongings with his/her name. Any lost items are placed in the "Lost and Found" box near the cafeteria. Unclaimed items are given to the needy.

## LUNCH/RECESS

- Students may either bring lunch from home or buy lunch, drinks and snacks using a P.I.N. number to access their pre-paid lunch account. An account needs to be opened for a student before purchases can be made. Please make sure you replenish the money in the account when the balance is low. Information about the EZ lunch accounts was sent home. Please refer to it if you have any questions.
- Due to difficult economic circumstances, families may apply for free or reduced-priced lunches. Forms will be sent home at the beginning of the year and will also be available in the office. Children receiving free or reduced lunches are not identified in any way and access meals in the same way as all other students.
- If your child forgets his/her lunch at home, **please deliver it to the office**. Your child will be notified that his/her lunch has arrived before their lunch period.
- If you would like to have lunch with your child, you must sign in at the office and obtain a visitor's pass.
- Sometimes going out to lunch is a nice treat. If you would like to take your child out to lunch, please let his/her teacher know and you must sign your child out and then sign them in when you return.
- Sometimes your child may want to bring a friend to go out to lunch. If you are bringing another student with you please plan in advance since we must have written permission

from the parents of the other student. No child may leave the building without written parental permission. Please let the teacher know and you must also sign the other student out when you leave and sign them in when you return.

- Students enjoy a hand-written note from their parents/guardians in their lunch bags or folders. Sending an occasional note is a nice way to let your children know you are always thinking of them. It especially helps when a child is having a rough time.

### **Recess**

Lunchtime is divided into a 25-minute eating period and a 30-minute recess period. Every effort is made to enjoy recess outdoors however there are days when the weather does not cooperate. On indoor days, students will spend recess time engaged in activities put forth by the Lunch Assistants and the PTA. We are always looking for volunteers to help us with recess. If you wish to help, please contact a PTA representative.

### **MOVING**

Please inform the school if you move. School records will be mailed directly to your new school once you have signed the transfer form.

### **PARENTAL INVOLVEMENT - CLASSROOM VISITS**

Parents are encouraged to contact their children's teachers whenever they have concerns. Please use teachers' email addresses or voicemail extensions to leave a message for the teacher or to arrange an appointment. Teachers are scheduled to be in the building from 7:50 a.m. to 3:05 p.m. After the bell rings at 8:05 a.m., the teachers must focus on the children. They will not be available for individual consultation at that time, but will return emails or calls as soon as possible.

The school welcomes parental involvement in classroom activities. If you have a special interest or area of expertise that you would like to share, please contact your child's homeroom teacher.

**All visitors, including parents, must report to the Main Office to sign in and obtain a visitor's pass prior to visiting a classroom.**

### **PARENTING CENTER**

The Parenting Center is a community resource that offers a wide range of services aimed at supporting parents as they help their children grow and develop. The center has a lending library for books and videotapes. It identifies common parenting concerns through evening meetings, and offers parents sharing a common concern the opportunity to participate in groups. You can use the center to identify local, state and national resources available to parents, and you are invited to share your ideas and resources by participating in the Parent Information Exchange. The Parenting Center is located at the Board of Education Building. Our PTA President generally serves as our Parenting Center liaison.

### **PROGRESS REPORTS**

The progress of children is shared with parents several times during the school year. Interim reports are sent home in October, January, and April. Parent/teacher conferences are held in November and March and K-5 Progress Reports are distributed in November, March and June. If you have any questions at any time, concerning the progress of your child, please contact your child's teacher(s) promptly so any concerns can be addressed in a timely manner.

### **PROMOTION AND RETENTION**

According to Board of Education Policy 5410, students who demonstrate the proficiencies required for entry into the next grade will be promoted into the next grade. Teachers who are concerned that a student's progress may not be sufficient to meet the standards for promotion shall consult with the principal. Intervention meetings will be held and a pupil assistance plan will be developed to minimize the chance of retention. Parents will be kept informed of the student's progress under the plan. If necessary, recommendations for retention must be submitted by March and parents will be notified by the principal no later than April 15<sup>th</sup>.

## PTA

### Overview

"PTA builds bridges between homes and schools, integrating the efforts of parents with those of principals and teachers. When you get involved in PTA, the child who benefits the most is your own. You also are taking a major step toward improving your child's school, your community, and your state and national education and health policies. PTA promotes the education, health, and safety of children and families."

### Mission

"To support and speak on behalf of children and youth in schools, in the community, and before governmental bodies and other organizations that make decisions affecting children; To assist parents in developing the skills they need to raise and protect their children; and to encourage parent and public involvement in this nation's public school system."

### The Purposes of the PTA

- "To promote the welfare of children and youth in home, school, community, and place of worship.
- To raise the standards of home life.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, academic, social, and civic education."

### Programs/Activities

Our Clinton PTA sponsors numerous events, programs, and fundraisers throughout the school year. Parent volunteers are essential to the success of all of our programs and there are a wide variety of volunteer opportunities available. PTA meetings provide important information and include valuable presentations for Clinton families. Babysitting is always provided. The PTA publishes a monthly newsletter, *The Clinton Courier*, which provides news, commentary, information, and other useful material. The current and past issues of *The Courier* are available on our Clinton PTA website. There are also hardcopies available if you do not have access to our website.

The Clinton PTA also sponsors an extensive cultural arts program that brings in artists, writers and musicians for periodic assemblies and in-class instruction, as well as an After School Enrichment program that offers a wide variety of stimulating classes to our student body. You will be notified of all PTA-sponsored events through the *Clinton Courier* and in flyers that will be sent home with your child. The PTA also has an email list to transmit information. To be added to the list, please contact a PTA representative.

There are many ways that you can help the PTA accomplish the important work that it does for our school whether it is by joining planning committees for one of our on-going activities, or volunteering at a PTA-sponsored event. Please become as involved as your schedule permits and become an active part of the Clinton family.

### Principally Speaking:

On behalf of our incredibly dedicated and caring faculty, staff, and PTA members, as well as our Assistant Principal, I wish all of you and your children a joyful year of learning. We take great pride in our Clinton Community and the partnerships we share with you. By communicating and working together, all Clinton kids will be successful young learners and compassionate young citizens.