

The Califon Public School

“Making Their Lives Extraordinary”



*The Parent & Student Handbook
2009-2010*

*Dr. Kathleen Prystash
Chief School Administrator*

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Welcome to Califon School

This handbook contains important information and references that will be handy throughout the school year. In an effort to be economically and environmentally responsible, the Califon School will make every effort to reduce paper use where possible and increase electronic communication when feasible. A copy of this handbook will be available on the website should you need to print a new copy.



School Website and Virtual Backpack

The school website at www.califonschool.org is in the process of being updated frequently. Please check the Virtual Back Pack icon for up to date access to all flyers that typically go home in back packs. By checking your student's *Virtual Back Pack* you can print any additional copies of notices and forms as needed. The website will also provide information on Classroom Newsletters, School News & Activities, and Board Policies.



School Hours

School hours are 8:50 a.m. - 3:10 p.m. A staff member will be on duty each morning to supervise students in the gym from 8:35a.m. - 8:50a.m., at which time children will be sent to their homerooms. *Children are not to arrive at school prior to 8:35a.m. unless they are enrolled in the Work Family Connection day care program.* Students are considered Tardy after 8:50 a.m.

For before/after school day care arrangements, please contact the **Work Family Connection** coordinator Stephanie Piccola 908-534-5935 ext. 17



School Visitation Policy and Item Drop-Off

- All visitors to the school building must **sign-in** at the Main Office and get a **visitor badge** stating their *name and destination*, prior to visiting any classroom or any other room in the building. It is important for all staff to be aware of visitors in the building for security purposes. Parents/visitors **are not** permitted to enter a classroom or loiter in the halls outside classrooms during school hours without approval from the teacher. Parents or students are not permitted to enter any classroom *unless the teacher is present*.
- Parents who are dropping off forgotten items such as lunch, instruments, homework etc. will be asked to **leave all items in the main office**. *Parents are not allowed to bring items to individual classrooms, nor are they permitted to go to a classroom to "pick up" a child, as this is disruptive to the academic classroom environment and school security procedures.*

Additionally all students are responsible for their personal belongings such as homework and other items. *It is the student's responsibility to ask the teacher if he/she may check in the office for forgotten items. It is not the responsibility of the staff to "call down" to classrooms each time an item is dropped off.* Please let your child know that he/she will be expected to take such responsibility and that staff may or may not have time to make individual calls to students.



Arrival, Dismissal and Driveway Procedures



The following procedures are designed to maximize safety during student drop-off and pick up at Califon School.

- Cars should approach the school from the side of School Street that borders the school driveway. This may require that some vehicles come in from Main Street depending on their point of origin.
- Cars should stay in a line and one at a time, drop off the children and then exit up School Street toward Route 513. This will eliminate the congestion at the entrance to the school while insuring the safety of our children.
- Individuals who must park along School Street to carry items into school or any other reason are requested to park along the street above the school and beyond the parking signs.
- Do not make U-turns or park and get out of your car in the drop-off area. Encourage children to be ready for drop off as soon as you stop. Allowing children to get out of the car on the incline on School Street can be very dangerous in snow or icy weather since they may slip and fall under your car. Please pull up to the drop off area where it is flat and the parking lot is cleaned off.
- ***Cars are not permitted to enter the driveway between the hours of 8:30 and 9:10 a.m. or between the hours of 3:00 and 3:15 p.m.*** Violation of this policy could result in serious injury to both students and/or staff members.
- Students who arrive late to school should be signed in at the main office before proceeding to class.
- Students who need to be picked up prior to 3:10pm dismissal should bring a note to their homeroom teacher who will then forward it to the Main Office. **The note should state the date, time of pick up, and designated person who will pick up the student.** The note must be signed by a parent.
- In the case of emergency or “non –planned” pick up, a parent or guardian should call the school and give the Main Office the pick up information. Additionally you may want to leave a voicemail for your child’s homeroom teacher at his/her extension. See attached.
- *All early dismissal students must be signed out in the Main Office.*

Lunch Procedures & Times



Students in grades K-4 will have lunch and recess from 11:43am - 12:23pm.
Students in grades 5-8 will have lunch and recess from 12:24am - 1:04pm.

There is no formal hot lunch program at Califon however, milk can be purchased daily. Additionally the PTA and 8th grade class sponsor several hot lunch days throughout the year. Hot Dog and Pizza lunches are typically served on Wednesdays. More information and sign up sheets for hot lunches will be sent home with all students.

Students in Grades 5-8 may go out or home for lunch with written permission. However, students are not permitted to cross Route 513 while they are out for lunch. Students in grades 5-8 must have written permission each time they leave the school for lunch. The written permission note must be given to the teacher at the beginning of the day, and must contain the following information:

- Name & Date
- Parent/Guardian’s Signature
- Destination (i.e. home, friend’s home, restaurant)



Bicycle Procedures

Only children in Grades 4-8 may ride their bicycles to school, while wearing a regulation safety helmet, in non-inclement weather.



Emergency School Closings



School closings, delayed openings, emergency dismissals will be announced through the following.

- **NJ Radio Station 101.5 fm** or www.nj1015.com
- **News 12 New Jersey** (Channel 62) or www.News12.com
- **Global Connect** automated calling system.

Registration for the automated calling system will occur in September.

In the event of a 1 hour delayed opening, school will open at 9:50 am. On early dismissal days students will be released at 1:10 pm.

All students must remain in school for lunch on altered schedule days.

Sneakers for Physical Education



Students are required to wear sneakers in gym class at all times. Students may leave sneakers in school and change prior to gym class. *Please visit the web site for additional school policies.*



Student Illness

All students must be “**fever-free**” for at least 24 hours with out the use of any fever reducing medications during the 24 hour period. Fever reducers include Tylenol, Advil, Motrin or any generic forms of ibuprofen and acetaminophen.



Absence from School



Parents are required to call the school each day that a child will be **absent** from school or **late** for any reason. Absentee messages can be left by calling **832-2828 ext. 401**. If your child is going to be absent or late, please state the **student’s name, grade, symptoms of illness, and your telephone #**.

The nurse will need to know your child’s symptoms for records and may need to call you back.

If a student is not in school for more than 1/2 the day he/she is *not permitted to participate in any after school or night activity*, including sporting events, concerts, or clubs.

Please visit the school website for details on Board Policy #5110 regarding Absenteeism.



Hats-In-School Policy

Students are **NOT** permitted to wear hats in school, and should be removed upon entrance into the building. Exceptions can be made on designated "Hat Days" or other special events.

Please see the website for additional Dress Code policies.



Cell Phone and Electronics Use

Students may carry a cell phone and other hand held electronics (i.e. iPods, game systems, etc.) to school, but may not use cell phones/personal electronics during the day. Items must be put away in the student's backpack or locker at the start of the school day.

- Students can use cell phones at the end of the day beginning with dismissal.
- Students can use cell phones during lunch/recess if they leave school grounds for lunch.
- Students must not use the cell phones inappropriately or in a harassing or bullying manner through texting, picture taking etc. towards other students, teachers or staff.

Students who disobey the cell phone/electronic devices procedures during school hours or display inappropriate use of the cell phone on school grounds will have the item taken away until the end of the day. Students who disobey the procedures a second time will have the item taken away and parents of the student will need to come in and pick up the item. Repeat offenses will be addressed by the CSA.



After School & Night Activities

Children in Grades 4 and below must be accompanied by an adult during any after school activity or sporting event held at Califon School or fields.



School Lockers

Lockers in the girls' bathroom may be used by girls in grades 6-8 who play a sport at Califon School. Personal items may be kept in the lockers, but lockers CANNOT be locked. Lockers are for community use by the 6th-8th grade girls, and are not assigned to individuals, nor can they be claimed by individuals to the exclusion of others. In the case that there are more girls than there are lockers, locker space will be shared.

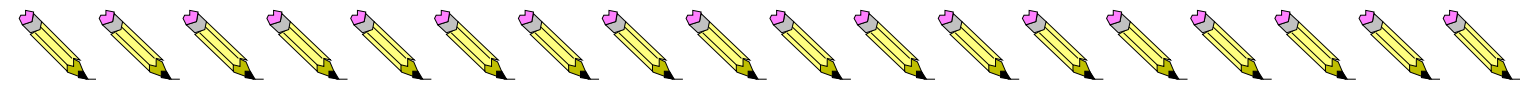
Please visit the website for updated information at www.califonschool.org

Information can found regarding

- The **Virtual Back Pack** filled with outgoing flyers,
 - **BOE Policies & Curriculum,**
 - **PTA News & NEWS of the WEEK**
- **Classroom Updates & Sports/Activity Information**
 - **CALENDARS and CONTACT INFO**
 - **Work Family & Community News**
- **Health Office Information and Important Forms**

STATE OF NJ PROJECT CHILD FIND

Programs for preschool aged children with special needs are available. Children between the ages of 3 and 5 who have difficulty speaking, seeing, hearing, walking or taking part in activities with other children could be eligible for services. Please, call the *Child Study Team office (832-2828 Ext. 223) for more information.*



CALIFON PUBLIC SCHOOL

Voicemail and Email Contacts for Staff 2009-10

Name	Location	Ext.	E-Mail
Dr. Prystash	CSA Office	210	kprystash@califonschool.org
Mrs. LeGrand	Main Office	211	mlegrand@califonschool.org
Mrs. Patterson	Nurse's Office	212	lpatterson@califonschool.org
Susan Schaffner	Business Office	213	BA@califonschool.org
Mr. Fox	Custodian's Boiler Room		gfox@califonschool.org
Staff Room	Staff Room		
Mrs. Lynch	Library/Media Center	216	klynch@califonschool.org
Ms. Weiss	Resource Center	217	lweiss@califonschool.org
Mrs. Gunther	Phys. Ed. Office	218	agunther@califonschool.org
Mrs. Thompson	Music Room	219	dthompson@califonschool.org
Mrs. Behrens	Room 1	201	cbehrens@califonschool.org
Ms. Schuetz	Room 2	202	jschuetz@califonschool.org
Mrs. Roller	Room 3	203	proller@califonschool.org
Mrs. Owens	Room 4	204	lowens@califonschool.org
Mr. Miller	Room 5	205	tmiller@califonschool.org
Mrs. Kooger	Room 6	206	lkooger@califonschool.org
Mrs. Caprio	Room 7	207	lcaprio@califonschool.org
Mr. D'Angelo	Room 8	208	tdangelo@califonschool.org
Mrs. Bergmann	Room K	209	ebergmann@califonschool.org
Ms. Susan Samela	Speech	221	ssamela@califonschool.org
Mrs. Madson	Art	222	lmadson@califonschool.org
<u>Child Study Team</u> Mrs. Ryan Mrs. Carruthers Mrs. Edsall	Social Worker LDTC Psychologist	223	mryan@califonschool.org jcarruthers@califonschool.org kedsall@califonschool.org
Mrs. Sperling	School Counselor		jsperling@califonschool.org
Mrs. Hoffler	Occupational Therapist		bahofler@gmail.com
Mrs. Montesion	Resource Room	301	lmontesion@califonschool.org
Mrs. Brown	Resource Room	302	kbrown@califonschool.org
Mrs. Maginnis	Spanish	305	imaginnis@califonschool.org
Mrs. Heuneman	Math middle school	308	rheuneman@califonschool.org
Ms. Heyduke	Classroom Aide/BSI		mheyduke@califonschool.org
Mrs. Leonard	Classroom Aide/BSI		hleonard@califonschool.org
Mrs. Dyer	Classroom Aide		sdyer@califonschool.org
Mrs. Fox	Classroom Aide		lfox@califonschool.org
Ms. McDermott	Classroom Aide		jmcdermott@califonschool.org
Mrs. Folsom	Classroom Aide		FolsomM@califonschool.org

To Report Your Child's Absence From School	General	401	
General Mailbox	Main Office	400	