

# The Califon School

“Making Their Lives Extraordinary”



## The Parent & Student Handbook

2021-2022

Michele Cone Ed.D.

Phone # 908-832-2828

6 School Street Califon, NJ 07830

Fax # 908-832-6719

[www.califonschool.org](http://www.califonschool.org)

# Califon Public School

**2021-2022**  
**Student Handbook**

*Making Their Lives Extraordinary!*

**Dr. Michele Cone**  
*Chief School Administrator*  
[mccone@califonschool.org](mailto:mccone@califonschool.org)

**Mrs. Cheryl Zarra**  
*Business Administrator/ Board Secretary*  
[czarra@califonschool.org](mailto:czarra@califonschool.org)

**Mrs. Susan French-Gonzalez**  
*Administrative Secretary*  
[sfrenchgonzalez@califonschool.org](mailto:sfrenchgonzalez@califonschool.org)

**Mrs. Linda Patterson**  
**School Nurse**  
[lpatterson@califonschool.org](mailto:lpatterson@califonschool.org)

**School Phone Numbers**  
908-832-2828  
Fax: 908-832-6719

## Important Contact Information

Administrative Secretary, Mrs. Susan French-Gonzalez

[sfrenchgonzalez@califonschool.org](mailto:sfrenchgonzalez@califonschool.org)

908-832-2828 ext. 211

Office Hours: 8:10am – 3:12pm

School Nurse, Mrs. Linda Patterson

[lpatterson@califonschool.org](mailto:lpatterson@califonschool.org)

908-832-2828 ext. 212

Website: <https://www.califonschool.org>

Staff Directory: <https://www.califonschool.org/classroomsstaff>

PTA Information: <https://www.califonschool.org/pta>

### **School Hours for Students**

School Hours for Students: 8:30am – 3:12pm

**Arrival 8:15-8:30 am**

**Dismissal 3:12 pm**

Early Dismissal Day Hours: 8:30am – 12:30pm

**Arrival 8:15-8:30 am**

**Dismissal 12:30 pm**

Delayed Opening Day Hours: 10:30am – 3:12pm

**Arrival 10:20- 10:30 am**

**Dismissal 3:12 pm**

### **School Closings/Emergencies**

School Messenger is our new alert system. Alerts will come through as an email or a phone call. Parents can update their contact information through the Genesis Parent Portal. If you require assistance with your Parent Portal please contact Mrs. French-Gonzalez.

## **School and Community Resources**

Califon Board of Education  
908-832-2828 ext. 213

Washington Twp. Police Dept.  
908-876-3232

Califon Fire Company  
908-832-2323

Califon First Aid Squad  
908-674-6386

Child Abuse Hotline  
877-652-2873

Poison Control  
800-222-1222

Hunterdon County Health Dept.  
908-788-1351

Hunterdon County Behavioral Health  
908-788-6401

Child Protection and Permanency  
800-392-2724  
908-782-8784

## **Important Information and Procedures**

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](http://www.califonschool.org) is in the process of being updated frequently. Please check the Virtual Back Pack icon for up to date access to community event flyers. The website will also provide information on Classroom Newsletters, School News & Activities, and Board Policies.

### Absences

**Parents are required to report via the Health Screening App daily by 7:45.**

Please follow the Health Screening App instruction sheet provided by Dr. Cone.

**Call the school each day that your child will be *absent* from school or *late* for any reason. Absentee messages should be left by calling 832-2828 ext. 212** , no emails please. If your child is going to be absent or late, please state the *student's name, grade, symptoms of illness, and your phone#*. The nurse will need to know your child's symptoms for records and may need to call you back. Students must be **“fever free” for at least 24 hours without 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.**

### Academic Achievement Awards

Students in grades 6-8 may be recognized for outstanding academic achievement. Students that receive all grades in the 90s in academic subjects along with receiving all Os or Ss in related arts/special subjects during the first three marking periods will be recognized at an awards ceremony during the fourth marking period.

### Admission to Kindergarten and First Grade

A child is eligible for entrance into kindergarten who will have attained the age of five years on or before October 1 of the year in which entrance is sought. A child is eligible for entrance into first grade who will have attained the age of six years on or before October 1 of the year in which entrance is sought or has been in the first grade in another public school or has completed the Kindergarten program at Califon or an equivalent program elsewhere and has been recommended by the teacher for advancement to first grade.

### After School Clubs/Academy and Night Activities

After school clubs and activities to be determined pending guidance from the NJDOE and NJDOH. Any changes will be communicated to families.

## Arrival, Dismissal, 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 8:00 am and 8:30 am or between the hours of 3:00 pm and 3:30 pm*** Violation of this policy could result in serious injury to both students and/or staff members.
  - Students who arrive late to school must be signed in at the main office before proceeding to class.
  - Students who need to be picked up prior to 3:12 pm dismissal must 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.
  - Alternate arrangements for playdate or childminding should be made in advance and a parent note must be sent to the homeroom teacher. 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 a parent or guardian must call the school and give the Main Office the pick-up information
  - Parents/guardians will be notified by Mrs. Patterson if a child needs to be picked up early due to health reasons.
  - All early dismissal students must be signed out in the Main Office.

## Bicycle Procedures

Students in grades 4-8 may ride their bicycles, skateboards, or scooters to school. This is encouraged as it promotes a healthy lifestyle. Students should wear a regulation safety helmet. If the child is not wearing a helmet on school property, this privilege may be revoked.

**Building Use** Will be determined pending further guidance from the NJDOE and the NJDOH.

## **Calendar**

Located on the school homepage <https://www.califonschool.org>

## **Cell Phones/Personal Electronic Devices**

Students may bring cell phones and personal electronic devices to school but they must turn them off during the school day and store them in their backpacks/cubbies/lockers. Students may use cell phones at dismissal time. Students will sign an Acceptable Use form at the beginning of the year for proper use of electronic devices/equipment. First offense: item taken away and given back at end of day, second offense: parent called to retrieve item, third offense addressed by administrator.

## **Child Study Team**

Califon Public School utilizes a shared agreement with Tewksbury Twp. School District for CST services. CST secretary, Mary Chandler, can be reached at 908-832-2594 ext. 2006.

## **Classroom Parties and Birthday Celebrations:**

Classroom parties will be determined pending further guidance from the NJDOH. If information becomes available from the NJDOH, information will be shared. If we are able to reinstate classroom parties, you will be notified. There are three party occasions at Califon School: Halloween, Valentine's Day and End of the Year. Parties are organized by each class homeroom parent and teacher.

Birthday celebrations may take place pending further guidance from the NJDOH are also suspended this school year. When we are able to resume birthday celebrations, you will be notified. Birthdays are celebrated with non-food items such as a small pencil, sticker, or token. You may contact your child's classroom teacher for recommendations if we are able to resume. Student's birthdays will be recognized in the morning announcements and by individual in-class teacher activities.

## **Code of Conduct**

Disseminated at the beginning of the school year. **Parents and students are required to sign the Disciplinary Guidelines Acknowledgement. This form is on the last page of the Code of Conduct and must be returned to the main office.**

## **Computer Usage, Chrome Books**

The Califon School Board promotes the use of computers and chrome books in school for educational purposes. Califon Public School incorporates a 1:1 initiative. Students in grades K-3 are issued chrome books that remain in school. Students in grades 4-8 are issued a chrome book that they may take home as needed. The District has supplied a protective case, for grades 5-8, that must remain on the device. Stickers are not permitted on the device or the case. **All students will sign an Acceptable Use form at the beginning of the year.**

## **Dress Code**

Students should be dressed in an appropriate manner so as not to interfere with the learning process and is respectful of the educational setting. Clothing should not include pictures or slogans with profanity, drugs, alcohol, or sexually suggestive messages. Clothing should not be defamatory against any particular societal groups including race, color, religion, or gender. Hats are not permitted to be worn inside the school building unless they are part of a student's religious belief or medical condition. Please refer to the full Student Code of Conduct parents sign at the beginning of the school year.

Students are required to wear sneakers to gym class. Students may leave sneakers in school and change prior to gym class.

## **Grading**

Students in grades 1 through 8 receive four report cards, while students in kindergarten receive three. Report cards for students in grades kindergarten through 5 are standards based. Kindergarten receives no final marking period grades. The grading scale is as follows:

Standards Key grades K-5

4 – Exceeds Standard, 3 – Meets Standard, 2 – Partially Meets Standard, 1 – Not Meeting Standard, NA – Not Assessed

Academic Key grades 1 through 3

O – Outstanding, S – Satisfactory, I – Improving, N – Needs Improvement

Academic Key grades 4-8 (Grades 4 and 5 receive a letter grade, while grades 6 through 8 receive a numerical grade)

A+ 97-100	B+ 87-89	C+ 77-79	D+ 67-69	INC Incomplete
A 93-96	B 83-86	C 73-76	D 63-66	NG No Grade
A- 90-92	B- 80-82	C- 70-72	D- 60-62	
			F Below 60	

Related Arts/Special Subjects Key grades K-8

O – Outstanding, S – Satisfactory, I – Improving, N – Needs Improvement



## **Harassment, Intimidation, and Bullying (HIB)**

The board of education prohibits acts of harassment, intimidation, or bullying against any pupil in accordance with the provisions of New Jersey's Anti-Bullying Bill of Rights Act and the Califon Board of Education Policy 5512, Harassment, Intimidation and Bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

“Harassment, intimidation, and bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, gender, a mental, physical or sensory disability, sexual orientation, gender identity or expression, national origin or ancestry, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function, or on a school bus and that:

- A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or
- Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or chrome book.

HIB Contact Information:

Dr. Michele Cone

Anti-Bullying Coordinator

908 832-2828 ext. 221

[dpatton@califonschool.org](mailto:dpatton@califonschool.org)

Mrs. Linda Patterson

Anti-Bullying Specialist

908 832-2828 ext. 212

[lpatterson@califonschool.org](mailto:lpatterson@califonschool.org)

Forms to report potential HIB incidents are located on our website at <https://www.califonschool.org/hib>

## **Homework**

Homework should reinforce topics learned in school. Assignments can be daily or long-term projects. The amount of homework may vary from night to night but a general guideline is 10 minutes of homework assigned times the child's grade level. For example, Kindergarten and grade 1 = 10 minutes, grade 2 = 20 minutes, grade 3 = 30 minutes, etc. If you have any questions or concerns regarding homework, please contact your child's teacher.

If you request homework for your child as a result of an absence, please request it as early as possible to give your child's teacher(s) time to prepare it for the office. Vacations during school days are discouraged; however, we understand certain opportunities arise. If you request multiple days of homework, it is the teacher's discretion as to what to supply.

## **Health Information**

Providing a healthy and safe environment for your children is the primary goal of the school nurse. This cannot be done without the help of the parents. The following guidelines must be used when determining if your child should be kept home from school or preschool. Always consider your child's comfort and energy level needed during a school day when making your decision. A daily at home health screening using the health screening app is required until further notice

**PLEASE SEE "PARENT COVID-19 SYMPTOMS AND EXCLUSIONS LETTER" for more specifics.**

### **Medications**

The only medications that students are allowed to carry and self-administer are those medications needed for potentially life-threatening illnesses such as epipens for anaphylaxis and inhalers for asthma. Students may carry these medications only when the student is able to demonstrate proper self-administration technique.

Students in need of over the counter and prescription medications during the school day must have a medication authorization form completed by both the parents and the students physician. All medications must be brought to school by a parent or guardian. No medications may be brought to school by a student in their backpack or lunchbox for the safety and well being of all students at Califon School.

Additional information and related forms can be located at [www.califonschool.org](http://www.califonschool.org) under Information/Facilities, Health Office.

### **Intervention and Referral Services (I&RS)**

A school based group of selected school professionals that meet to review the needs of children who may be experiencing academic or behavioral challenges in school. Along with the parents, strategies are developed to try and best meet the needs of the child. Additional support services may be recommended.

**Lunch/Recess**

Students in grades PreK-4 participate in recess from 11:29-11:54 and eat lunch from 11:54-12:19. Students in grades 5-8 eat lunch from 11:29-11:54 and participate in recess from 11:54-12:19.

The PTA and 8<sup>th</sup> grade class sponsor lunch to be determined.

Students in grades 5-8 may not leave for lunch until further notice.

Please have your child dressed in appropriate outdoor clothing for the current daily weather conditions. As a general rule, students will go outside for recess if the current real-feel temperature is 30 degrees or higher and the surfaces are safe.

**Parent/Teacher Conferences**

Conferences are held at the beginning of November each year. They typically last about 15 minutes and are meant to be a basic overview of your child's progress. We urge you to contact your child's teacher as soon as possible if you have any questions or concerns throughout the school year so that we can best meet his or her needs as a team.

**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 (908-832-2174) for more information.

**Promotion/Retention**

Students will be promoted to the next grade level upon proper demonstration of the proficiencies required for movement based on teacher recommendation. If these proficiencies are not met, it may be necessary to retain the child in the same grade level the following year. If this is the case, the child's teacher will notify the parents no later than three weeks prior to the end of the school year.

**PTA**

Califon's PTA sponsors special lunch days for students. Information regarding this is disseminated to families. There are a number of events that are sponsored by the PTA throughout the year. Please become a member of our PTA as their support is to be commended. For more information, please visit the following link on our website: <https://www.califonschool.org/pta>.

### School Hours/Visitation/Item Drop-Off

Please note that school hours are 8:15am-3:12pm. The school will be locked after 4:00pm and entry will be prohibited unless prior notification is made. Please understand this is for the safety of our school staff.

During this current time we ask that all visitors have an appointment and the main office has been notified of your arrival. Visitor will be required to follow all NJDOE and NJDOH guidance on masking and social distancing. All visitors to the school building must wear a **visitor badge**. **All visitors must sign-in** 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 bin on the front porch. Items must be labeled with students name and grade.** Please ring the bell to let us know you have left something for your student. 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 with 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.

### Student Lockers/Cubbies

Lockers located in the girls bathroom and the end of the hallway are reserved for students in grades 6-8 who are in sports only. Cubbies in the rooms may be used for all students. It is recommended NOT to store expensive personal items in lockers and/or cubbies. Students may store sneakers for gym class in their cubbies and change prior to and after gym class if necessary. In the case there are more students than lockers, locker space will be shared. At any time, locker privileges may be revoked.

Please review the following district policies/regulations regarding students for a full description of items contained in this handbook at <https://www.califonschool.org>

Number	Title
2330	Homework
2664	Grading System
5200	Attendance
5230	Late Arrival/Early Dismissal
5240	Tardiness
5511	Dress and Grooming
5512	Harassment, Intimidation, and Bullying (HIB)
5600	Student Discipline/Code of Conduct

