

## HAMMARSKJOLD UPPER ELEMENTARY SCHOOL

*Mission: We, the inclusive community of Hammarskjold Upper Elementary School, believe all students can achieve academic, social, and emotional success through a wide variety of individualized learning opportunities to support 21<sup>st</sup> century learners in a positive, safe, and engaging environment.*

### Bell Schedules 2022-2023

Period	Full Day	Single Session without Lunch End at 1:00 PM	Single Session with Lunch End at 1:45 PM	Delayed Opening Starts at 11:00 AM (teacher start time 10:55)
1	9:00-9:59 (Includes Homeroom)	9:00-9:37	9:00-9:39	11:00-11:37
2	10:01-10:54	9:39-10:11	9:41-10:12	11:39-12:09
3	10:56-11:49	10:13-10:45	10:14-11:06 (10:14-39) (10:41-11:06)	12:11-1:03 (12:11-12:36) (12:38-1:03)
4	11:51-12:44	10:47-11:19	11:08-12:00 (11:08-11:33) (11:35-12:00)	1:05-1:57 (1:05-1:30) (1:32-1:57)
5	12:46-1:39	11:21-11:52	12:02-12:33	1:59-2:29
6	1:41-2:34	11:54-12:25	12:35-1:06	2:31-3:01
7	2:36-3:35 (Includes Dismissal)	12:27-1:00	1:08-1:45	3:03-3:35

**Activities/After-School Clubs** - Hammarkjold offers a wide variety of after-school clubs and activities. Clubs and activities run from 3:45 to 4:25. The day(s) the club/activity meets varies. An activity bus is available after club meetings. Parents who choose to pick up their child must be at the school by 4:25 PM. Students must be in attendance at school on the day the club meets.

### **Arrival and Dismissal**

The safety of our children is of the utmost importance to all members of the school community. It is imperative that all visitors to the school read and follow the traffic guidelines. Please be sure that you inform any friends or family members who may visit the school of these guidelines as well. Your cooperation will ensure that our children remain safe and secure as they enter and leave school each day. It is vital that parents follow established traffic and parking regulations.

The morning arrival time is 8:55 AM. The bell rings for school to start at 9:06 AM. The afternoon dismissal time is 3:35 PM. It is important that the school is notified in writing if your child has a change in dismissal plans for the day.

All students will be assigned entrances through which they are to enter the building in the morning. No students will be permitted to enter the building before 8:55 AM. Parents who drive their children to school are asked not to drop their children off before 8:55 AM. Student drop-off in the morning is in the designated areas. First period begins promptly at 9:06 A.M. Students are required to be in their first period classes prior to the bell.

Walkers should enter and exit the building through the Rues Lane exit upon arrival and dismissal. Parents may not enter the Bus Zone during dismissal times according to East Brunswick Traffic Safety regulations. Students who are picked up at dismissal by their parents will be directed to the designated area. Upon dismissal, students must promptly leave school grounds unless they will be participating in an activity supervised by a staff member. Students who walk home must go directly home upon dismissal unless they will be participating in a supervised after-school activity.

Students with permission to leave early must be signed out by a parent/guardian at the attendance office. Students should bring a note to the attendance office first thing in the morning to notify the office of the early pick-up.

### **Character Education - PBSIS**

PBSIS stands for Positive Behavior Support in Schools. This program is also known as Paws for Success. This is a NJ State recognized program that is intended to foster positive behavior in school. As a part of the program, students receive Paws from staff when demonstrating one or more of the school-wide rules related to being respectful, safe, responsible and ready to learn. These tickets can then be turned in to be eligible for one of our weekly prize drawings.

## **Counseling and Guidance Services**

Guidance services are offered to all students. Each student is assigned to a school counselor. The school counselor can assist students with any problems they may be having at home or in school. Students can make an appointment to see a counselor at any time by visiting the counseling office and filling out an appointment slip. Parents who wish to speak with a counselor may do so by calling 613-6845 or 613-6770.

In addition to two counselors, we also have a student assistance specialist for each grade level who is available to students who may be experiencing problems at home or have emotional issues that may be impacting their academic performance.

Peer Mediation - We encourage our students to resolve conflicts in a peaceful and mature manner without violence. Peer mediation provides our students with an opportunity to resolve a conflict with the guidance of a school counselor. Students can request peer mediation by completing a request form available in our counseling office. Peer mediation sessions are only conducted when mutually agreed upon by both parties involved.

## **Grades**

Report cards are issued approximately one week after each marking period ends. There are four marking periods per school year. Letter grades are given for each subject. Each teacher will define for you how your grade will be calculated. Additional comments may be printed on report cards along with a letter grade describing such things as your work habits, preparation for class, test grades, etc. Please refer to the district website for dates of progress reports, the end of marking periods, and the distribution of report cards. [Click here](#) for additional information on our grading policy.

## **Homework - [Policy 2330](#)**

Homework is an extension of the curriculum presented in school. It provides additional reinforcement of skills learned in school. Students should expect to have homework every night. Even though many teachers post homework on their Google classroom, students are still required to record homework assignments each day. This serves as an organizational learning tool for students.

## **Lost and Found**

If a student has lost an item, he/she should check in the school Lost and Found. Please do not allow your student to bring valuable items to school. We can neither secure them nor take responsibility for them. You are strongly encouraged to write the student's name on lunch boxes, coats, hats, etc. Students are responsible for their personal property. If a student has lost an item, he/she should check in the school lost and found, the security office or the main office. Check with your teacher and the security desk for lost textbooks.

**Personal Belongings**

Students may not bring toys or extra belongings to school unless their teacher requests that they do so. This includes all electronic games and devices, as well as trading cards. Parents who wish to drop off school-related items to students should bring them to the security booth. Items will be held there until students are called to pick them up during their lunch period.

**School Store**

Hammarskjold has a school store that provides the opportunity for students to purchase supplies such as notebooks, pencils, erasers, school spirit items, and a wide variety of other supplies. It is open during lunch periods one day per week.

**Tardiness**

Tardiness deprives a student of a thorough and efficient education. Promptness is a responsibility of both the student and the parent/guardian. Students arriving after 9:06 AM will be considered late and should sign in at the Attendance Office. Students arriving at 12:15 PM or later will be charged with a half-day absence from school. Excessive tardiness will result in administrative review and consequences.

**After-School Activity Buses**

After-school activity buses are available Tuesday through Thursday for students who are assigned to a school bus and are participating in after-school activities. Late buses leave the school at approximately 4:25 P.M. Passes are required for the late buses and are distributed by the teacher supervising after-school activities. Students without special late bus passes will not be permitted to ride the late bus.

All rules and regulations regarding proper conduct on school buses also apply to the activity bus. Any discipline problems reported on the activity buses will result in exclusion from the use of activity buses for a designated period of time to be determined by the building administrator. The frequency and/or severity of bus discipline referrals may result in alternative consequences from the consequences listed above.

## Discipline Guidelines

Student Misconduct	Disciplinary Options
<ul style="list-style-type: none"> <li>· Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school.</li> <li>· This misbehavior can usually be handled by an individual staff member but sometimes requires the intervention of other school support personnel.</li> </ul>	<ul style="list-style-type: none"> <li>· Verbal reprimand</li> <li>· Appropriate consequences directly related to misbehavior</li> <li>· Behavioral contract</li> <li>· Counseling</li> <li>· Detention</li> <li>· Other disciplinary actions as deemed appropriate by an administrator</li> </ul>
<ul style="list-style-type: none"> <li>· Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school.</li> <li>· These infractions, which usually result from the continuation of misbehaviors listed above, require the intervention of personnel on the administrative level because the execution of disciplinary options listed above has failed to correct the situation. Also, included in this level are misbehaviors that do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.</li> </ul>	<ul style="list-style-type: none"> <li>· Any of the above actions as appropriate</li> <li>· Schedule change</li> <li>· Temporary removal from class</li> <li>· Modified day</li> <li>· Extracurricular restriction</li> <li>· In-school suspension</li> <li>· Out-of-school suspension, short-term suspension (one to ten days)</li> <li>· Withdrawal of privileges</li> <li>· Other disciplinary actions as deemed appropriate by an administrator</li> </ul>

· Acts that result in violence to another's person or property or which pose a direct threat to the safety of others in the school.

· These acts are clearly criminal and are so serious that they always require administrative actions that result in the immediate removal of the student from school, the intervention of law enforcement authorities and action by the Board of Education.

· Any of the above actions as deemed appropriate

· Disciplinary hearing with the Board of Education to consider long-term suspension (more than 10 days) or expulsion

· Placement in a home instruction program/school for the duration of the long-term suspension or until the outcome of the expulsion hearing

· Disciplinary hearing with the Board of Education to consider expulsion (in accordance with state law)

· Other disciplinary actions as deemed appropriate by an administrator