

**CANFIELD AVENUE SCHOOL**  
**42 Canfield Avenue**  
**Mine Hill Township, NJ 07803**

**2017-2018**  
**STUDENT HANDBOOK**

This handbook is designed as a guide for students to review and learn the rules of the school. A parent calendar/handbook will be printed with more detailed information and school policies can be obtained by calling the main office.

We hope this helps students understand the rules, procedures and services available at the Canfield Avenue School.



**Mine Hill Mission Statement**

Within a small and diverse community, the Mine Hill School District is dedicated to motivating students to be life-long learners by providing exemplary educational experiences through the creative use of resources and innovative ideas.

The inclusive spirit of our students, families and community, as well as our personalized challenging programs, prepares our students to become contributing members of a complex and changing society.

**Vision for CAS**

Through a variety of learning experiences, Canfield Avenue School students will be challenged to maximize their potential in a nurturing and supportive learning environment. Children are innately curious, resourceful, self-reliant thinkers and, when provided with a learning environment that encourages free thinking, are able to capitalize on their creativity. Canfield Avenue School students will be provided opportunities that will allow them to reach their individual potentials while collaborating with their peers and interacting with emerging technology to effectively problem solve in an ever-changing world.

Web page: <http://www.minehillcas.org>

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**BOARD OF EDUCATION**

Mrs. Bridget Mauro ..... President

Mrs. Jill Del Rio ..... Vice President

**ADMINISTRATIVE STAFF**

Mr. Lee Nittel ..... Superintendent

Mrs. Carolina Rodriguez .....Business Administrator, Board Secretary

Mr. Adam Zygmunt ..... Principal

**GUIDANCE COUNSELOR**

Mrs. Lauren Snarski .....Guidance Counselor

**CHILD STUDY TEAM**

Ms. Marie Giantomasi.....Director of CST

Ms. Armi Clancy .....Social Worker

Ms. Stephanie Dzikowski .....LDTTC

Ms. Leslie Mozulay .....LDTTC

Mr. Stacy McCoy ..... School Psychologist

Mrs. Brooke Hanenberg ..... School Psychologist

**NURSE**

Mrs. Noreen Vetter, RN, CSN .....Nurse

**SECRETARIAL STAFF**

Ms. Lori Bullock ..... Administrative Assistant to Principal  
Mrs. Lilly Conroy ..... Front Desk School Secretary  
Mrs. Debbie Hanley ..... Administrative Assistant to B.A.  
Mrs. Zorina Munson ..... CST Secretary  
Ms. Angela Sabatino ..... Administrative Assistant to Superintendent

**TELEPHONE EXTENSIONS**

Ms. Lori Bullock ..... x 301  
Mrs. Lilly Conroy ..... x 300  
Mrs. Debbie Hanley ..... x 311  
Mrs. Zorina Munson ..... x 220  
Mr. Lee Nittel ..... x 310  
Mrs. Carolina Rodriguez ..... x 312  
Ms. Angela Sabatino ..... x 302  
Mrs. Lauren Snarski ..... x 314  
Mrs. Noreen Vetter ..... x 115  
Mr. Adam Zygmunt ..... x 301

**FAX NUMBERS**

Board Office ..... 973-366-8786  
Child Study Team ..... 973-366-2007  
Main Office ..... 973-366-3881  
Nurse's Office ..... 973-366-0594

## **THE BOARD OF EDUCATION**

The Mine Hill Township School district has a seven-member Board of Education. Members of the Board are elected for a three-year term and are responsible for conducting the business of the school district within state law and regulations developed by the New Jersey Commission of Education. **The Board meets at 7:00 pm in the EMC (see scheduled dates below or view our webpage).** Meeting dates, times and locations are announced in advance pursuant to the State of New Jersey's Sunshine Law. The Board establishes school policies, approves personnel appointments, adopts budgets, approves curriculum, awards bids, and in certain instances, makes final decisions on controversial issues.

### **MINE HILL TOWNSHIP BOARD OF EDUCATION**

#### **2017-2018 MEETING SCHEDULE**

<b>Month</b>	<b>Meeting</b>
July	Monday, July 24, 2017
August (Board Retreat)	Monday, August 7, 2017
August	Monday, August 21, 2017
September	Monday, September 25, 2017
October	Monday, October 16, 2017
November	Monday, November 20, 2017
December	Monday, December 18, 2017
January	<b>Re-organization meeting to set dates for 2018 BOE meetings</b>
<b>BOE Meeting Time and/or dates subject to change, refer to website.</b>	

## SCHOOL HOURS

PK a.m. .... 8:30 a.m. - 11:15 a.m.  
PK p.m. .... 12:40 p.m. - 3:20 p.m.  
Grades K- 6..... 8:30 a.m. - 3:20 p.m.

Because no supervision is available prior to 8:15 a.m., students **must not** arrive before that time (except for band, Jump Ahead, or breakfast) or be supervised by a parent/guardian until staff is on duty. An outside agency will be notified after two recorded unsupervised early arrivals.

## DROP OFF/PICK UP

Only Pre-K and Kindergarten students have a specific drop off and pick up area (by Board of Education office). **All other students need to arrange a meeting location with their parents.** Teachers will be around the school supervising and two crossing guards will be on duty daily.

Unless students have a school sponsored activity they are to leave school property immediately after the end of the school day.

## SCHOOL ATTENDANCE

New Jersey law requires that all students attend school all the days school is in session except in the case of illness, religious holiday or death in the immediate family. Regular attendance is essential to student's individual progress and the consistency of their educational program.

1. Following an absence from school, a student is required to **present a note** from home indicating the reason for the absence.
2. Students arriving to homeroom after 8:30 a.m. are **considered tardy**. Parents are required to report to the school office and sign the student in.
3. No student will be allowed to leave school due to illness unless the school nurse has taken necessary steps to contact the parents.
4. No student shall be permitted to leave school before the close of the school day unless they are met in the school office by a parent or a person authorized by the parents to act in their behalf.
5. If a student is absent from school for more than **ten (10) unexcused days** he/she will be placed on the school's retention list for consideration at the end of the school year.
6. A written notice must be given to each student's teacher prior to a religious absence.
7. If a student is not present during the school day, they are **excluded** from attending school functions until they are officially readmitted the next school day by the school nurse.

## EARLY DISMISSAL

The Canfield Avenue School does not usually dismiss students early because of inclement weather; if we do parents will be notified through the district's School Messenger System.

## EMERGENCY CLOSING

In the event that serious weather conditions occur school may be closed. Notice will be given by the following:

- **School Messenger**
- **Check school web site:** [www.minehillcas.org](http://www.minehillcas.org)
- **Facebook**
- **Twitter**

The Mine Hill School District has developed an additional emergency system called **School Messenger** to reach families by phone, e-mail and additional forms of communication to notify of school closing. **Please make sure contact information is updated.**

**Students are not allowed inside the building before the indicated arrival times.** A 90 minute delayed school opening will be initiated on days when inclement weather is causing hazardous road conditions that might possibly clear up.

In the event that a delayed school opening occurs on a day when there are parent conferences scheduled, or any other 12:30 p.m. closing, school will not be dismissed early, and the conferences will be rescheduled.

All other afternoon and evening activities will occur as scheduled unless canceled later because of unforeseen conditions.

The following procedures will be in effect on days of delayed opening:

- School will start at 10:00 a.m. and close at regular time 3:20 p.m.
- The school schedule will remain the same and students will have lunch period on these days.
- **Children are asked not to report to the school grounds until 9:45 a.m. as there will be no supervision available until this time. No child will be allowed in the building prior to the start of school.**

## HALF DAY SCHEDULE

The following is a schedule for regularly 12:30 p.m. closings, such as the day before a holiday, Parent/Teacher conferences, etc.

**Pre-K a.m. .... 8:30 a.m. – 10:15 a.m.**  
**Pre-K p.m. .... 10:45 a.m. – 12:30 p.m.**  
**Grades K – 6..... 8:30 a.m. - 12:30 p.m.**

There will be **no lunch period** on these days in order to meet state instructional requirements.

## VISITORS

All visitors must check in at the Main Office upon entering the building, present their license/passport/non-driver I.D. each time they enter, visit or sign out a student during the school day. The I.D. will be scanned into the EasyLobby system and a visitor badge will be created. This badge must be worn & visible anytime a person is leaving the office and entering the school. The I.D. will be held securely in the Main Office and will be returned to the individual upon checking out. This new system will ensure accuracy and accountability of all people in the building at all times.

If you would like someone to visit the school for the day you must receive permission from the principal. We ask parents/students to provide the main office with one week's notice of a potential visit. **We ask parents to limit their visits to official school business only and that they wait outside the building at arrival and dismissal times.**

## SCHOOL LUNCH AND BREAKFAST

Students are responsible for bringing their lunch to school each day or purchasing lunch. All students may purchase an additional snack during lunch. Parents will be notified if any child comes to school without lunch. Breakfast is available from 8:00 a.m. – 8:20 a.m.

- Lunch must be ordered during homeroom and students need to take/remember what they ordered.
- Lunch tickets may be pre-purchased from homeroom teachers.
- Student's money needs to be readily available (out of envelopes and not wadded up).
- Students need to be respectful of cafeteria staff while in line (tapping coins, etc.).
- Cafeteria staff will hand out lunches and students are not to reach for the one they want.
- If students do not have money they may receive a hot lunch and pay the cafeteria the next school day.
- Lunch may be bought on credit **twice** before student will receive an alternate lunch of a cheese sandwich. The principal will be responsible to contact parents/guardians about amount owed. Students will not receive report cards or records if money is owed to the cafeteria.

## PLAYGROUND/LUNCHROOM RULES

Whenever large groups of students congregate it is necessary to establish strict rules to insure the safety of the entire group. The following playground/lunchroom rules have been established.

- Students are to sit at assigned seating by homeroom.
- Students are to wait until called up by table to purchase hot lunch/snacks.
- Students are responsible for cleaning their immediate area.
- Students will not be dismissed outside until areas are clean and students are quiet.
- Throwing of stones or snowballs is not permitted.
- Students are to remain in assigned areas within vision of the playground supervisor.
- Unruly conduct, such as wrestling, fighting, pushing, or tripping is not permitted.
- Injured children should be taken immediately to the nurse.
- Before entering the building, students are to line up quickly, quietly and in an orderly manner in their designated area.



## **MINE HILL TOWNSHIP SCHOOL DISCIPLINE POLICY**

The entire staff of the Canfield Avenue School has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, and happy, and in addition have a maximum opportunity to learn.

In an effort to accomplish this goal, we have developed a School Wide Assertive Discipline Plan. The plan specifies rules that cover the behaviors we expect from our students. The plan also states that students who break the rules will receive negative consequences, and students who follow the rules will receive positive reinforcement.

We at Canfield Avenue School believe that all teachers have the right to teach, and all students have the right to learn. We further believe that students can and will behave so that in no way will they stop learning from taking place or interfere with other children's best interests.

**Canfield Avenue School implemented a school wide Discipline Point System.**

### **DISCIPLINE POINTS**

Students who are referred to the office for disciplinary matters and receive an after school detention or suspension will also receive discipline points.

**Each Tardy Detention – 3 points (every 6<sup>th</sup> tardy)**  
**Lunch/Teacher Detention – 1 point**  
**Administrative Detention – 3 points**  
**Each Suspension (In-School/Out-of-School) – 7 points**

These are cumulative points. If at any time during a marking period a student accumulates that number delineated by marking period, then they are considered to be on the Behavioral Restrictions List and may not attend a social activity, participate in Field Day, or go on a field trip held during that marking period. In addition, their participation in after school clubs may be prohibited.

### **Behavioral Points – Restrictions Begin At:**

**Marking Period 1 - 10 points**  
**Marking Period 2 - 13 points**  
**Marking Period 3 - 16 points**  
**Marking Period 4 - 18 points**

Points may be eliminated from a student's discipline record by completing voluntary, approved community service projects either in school or out during the year. This may include working off points with a specific teacher, guidance counselor, or administrator. All community service projects must be approved by administration before taking place.

A written reflection must be completed for community service work completed before any points will be eliminated from the student's record.

**With regard to field trips, the opportunity to eliminate points by completing community service ends one week prior to the date of the scheduled trip.**

## STUDENT CODE OF CONDUCT

1. All pupils are bound by law, policies of the Board of Education, and the administrative regulations of this school district.
  
2. In addition, pupils shall not:
  - a. Be insubordinate to teachers or other school staff members or disregard their instructions or demonstrate lack of respect for their authority;
  - b. Create disorder or disruptions on school premises;
  - c. Use, threaten, or incite the use of physical force against other pupils, staff members, or visitors to the school;
  - d. Steal, damage, or deface the property of other pupils, staff members, or the district;
  - e. Engage in the sexual and/or other harassment of pupils or staff members;
  - f. Violate codes of conduct adopted for organizations of pupils;
  - g. Possess or use weapons or any implement intended to harm others;
  - h. Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
  - i. Convey information about other pupils or staff members known to be false;
  - j. Act so recklessly as to endanger the safety of others;
  - k. Procure the property of others by threat or intimidation;
  - l. Enter school premises or any specific portion of the premises without permission and without authority;
  - m. Vandalize school property, real or personal;
  - n. Create litter on school property;
  - o. Be truant from school or class;
  - p. Cheat or otherwise engage in academic dishonesty;
  - q. Persistently refuse to complete homework and other assignments;
  - r. Engage in illegal gambling;
  - s. Smoke on school property;
  - t. Falsify an excuse or any school document;
  - u. Set fire to or cause a fire in any way on school premises;
  - v. Possess or explode a firecracker or other explosive device on school premises;
  - w. Sound or cause to be sounded a false alarm for fire, bomb, or other condition or circumstance hazardous to others;
  - x. Possess, use, or distribute a substance in violation of Policy No. 5530;
  - y. Join a secret society prohibited by law; or
  - z. Engage in any other activity expressly prohibited by a school staff member in authority.

**Please review our Harassment, Intimidation, & Bullying Policy (HIB) located on our website. Any reported HIB must be investigated by the School's anti-bullying specialist.**

## **DRESS CODE**

The faculty of Canfield Avenue School and the citizens of Mine Hill believe that proper dress and grooming develops pride in students. **Students who violate this rule may be sent home and receive points.**

### **Prohibited Clothing and Articles**

- Extremely low-cut, tight fitting or transparent clothes, bare midriffs and suggestive clothing and any shirt or blouse that contains “spaghetti” straps.
- Skirts, dresses, and shorts that end higher than fingertip length.
- Outdoor jackets, coats, or hats except when entering or leaving the building and when there is a defect in the heating system.
- Bare feet, unsafe footwear, including skate shoes, cleated shoes, and footwear intended for the beach and flip flops.
- Patches and decorations that are offensive or obscene.
- Undershirts (underwear) worn without an outer shirt.
- Clothing that is overly soiled, torn, worn, or defaced.
- Nonprescription sunglasses.
- Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol, controlled dangerous substances, or tobacco.
- Clothing containing profanity or sexual references or innuendoes.
- Clothing which includes racial or ethnic violence.
- Hats, hoods, visors, and other headgear.
- Any clothing that is likely to create a material and substantial disruption to the school environment.
- Backpacks can be worn only when entering or leaving the building not in between classes.
- Perfumes, cologne or other body sprays are strictly prohibited.

**Parents will be notified if the student does not meet the dress code requirements.**

## **HARASSMENT, INTIMIDATION, & BULLYING (HIB)**

Canfield Avenue School incorporates the **OLWEUS** Anti-Bullying Program into the student’s day. Homeroom teachers hold weekly class meetings to teach and role-play school rules.

### **Canfield Avenue School’s Anti-Bullying Rules**

1. We will not bully others.
2. We will try to help students who are bullied
3. We will try to include students who are left out.
4. If we know that somebody is being bullied, we will tell an adult and an adult at home.

Canfield Avenue School’s **HIB Policy 5512.01** can be found on the district’s website.

To report a bullying incident contact Mrs. Lauren Snarski (Anti-Bullying Specialist)  
973-366-0590 ext. 209 or e-mail [lsnarski@minehillcas.org](mailto:lsnarski@minehillcas.org)

## **GETTING ANSWERS AND SOLVING PROBLEMS**

The entire faculty of Canfield Avenue School welcomes student questions and we are always ready to address any problems students may have. If you need answers to any questions or have a problem, the first contact that you should make is with your teacher. After talking to your teacher or guidance counselor and you are still not satisfied then schedule an appointment with the principal.

**Parents may view student's academic, attendance and disciplinary reports on the school's website [www.minehillcas.org](http://www.minehillcas.org) and signing on to the parent portal. Log in information will be sent home at the beginning of the school year or may be obtained by the student's homeroom teacher or the main office.**

## **STUDENT HEALTH**

Mrs. Noreen Vetter can be contacted at 973-366-0590 ext. 115 or [nvetter@minehillcas.org](mailto:nvetter@minehillcas.org)  
The nurse's office is always available for students who are genuinely sick or injured.

**No child is to bring any medication to school unless these procedures are followed:**

Medication required by students during the school day is governed by the following requirements:

1. Medication must be brought to the School Nurse in its original container.
2. Both prescription and over-the-counter medication, including topical, eye drops and cough drops must be accompanied by a physician's order, and a parental note authorizing and specifying the conditions for its administration.
3. Medication shall be dispensed by the School Nurse only, unless a "Self-medication Statement of Indemnification" is filed.
4. Information for students who are on a regular program of medication must be renewed at the beginning of each school year.
5. All medications and medical devices must be picked up by the last day of instruction or will be subjected to disposal.

### **Illnesses:**

1. If a student has a temperature above 100° he/she is expected to remain home a full 24 hours fever-free without antipyretics (Tylenol, Advil, etc.) before returning to school.
2. If a student is experiencing vomiting or diarrhea he/she should not return to school until symptom-free for 24 hours.

## **POSSESSION OF TOBACCO, ALCOHOL OR DRUGS**

**BOE Policy 5530** All staff members shall be alert to signs of substance abuse by pupils and shall respond to those signs in accordance with Administrative regulations. Any staff members to whom it appears that a pupil may be under the influence of a substance other than anabolic steroids on school property or at a school function, shall report the matter as soon as possible to:

1. The principal
2. The school nurse or school physician

The principal or his designee shall immediately notify the pupil's parent(s) or legal guardian(s) and the superintendent.

The principal must arrange for an immediate medical examination of the pupil:

1. By a doctor selected by the parent(s) or legal guardian(s) or,
2. If the parent(s) or legal guardian(s) doctor is not immediately available, by the school physician.
3. If neither the parent(s) or legal guardian(s) doctor nor the school physician is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination and diagnosis. The pupil may be accompanied by the pupil's parent(s) or legal guardian(s) if possible and will be accompanied by a member of the school staff appointed by the principal.
4. An examination conducted by a physician other than the school physician or the emergency room of the nearest hospital shall not be at district expense. Treatment will not be at Board expense.

If there is a positive determination from the medical examination of the pupil indicating the alcohol or drug use interferes with the pupil's physical or mental ability to perform in school:

1. The pupil will be returned to the care of the parent(s) or legal guardian as soon as possible; and
2. Attendance at school will not resume until a medical report verifies the pupil's alcohol or drug use no longer interferes with the pupil's physical or mental ability to attend school.

## **ACCEPTABLE USE POLICY**

Students at Canfield Avenue School are expected to make proper use of the Internet. At the beginning of each school year, students and parents sign an Acceptable Use Agreement. **If a student does not follow the agreement, they are susceptible to disciplinary consequences that could include payment for damages, loss of computer privileges, and other school consequences.**

## **AFFIRMATIVE ACTION/EQUAL OPPORTUNITY**

The Mine Hill Township Board of Education is committed to the policy of affirmative action/equal opportunity with respect to its programs and personnel, and offers equal educational opportunities to all students, regardless of race, creed, sex, national origin, or handicap.

## **BICYCLES (Pupil use of Vehicles)**

Bicycles may be ridden back and forth to school by students in grades 4 through 6. Students must first have a bicycle riding permission form signed by their parent and approved by the principal. New Jersey law requires that helmets be worn until the age of seventeen (17). Bicycles must be locked to bike rack, **the Board will not be responsible for any bicycle that is lost, stolen, or damaged.**

## **ELECTRONICS / CELL PHONES**

Students should leave all electronics at home. Cell phones must be kept out of sight and left in the lockers or backpack. During the day, they must be turned off. If electronic games or cell phones are stolen, it is the student's responsibility and the school cannot be liable. Cell phones and other electronic devices shall not be used in a manner that disrupts the educational process, undermines academic integrity, or violates confidentiality or privacy rights of another individual. If a cell phone is out or rings, **phone will be confiscated and only released to parents.**

## **FIELD TRIPS**

As part of the educational service of the school, children are taken on field trips requiring bus transportation. Such trips are made only if the parent signs a consent slip (parent chaperones are required to complete a notarized affidavit before leaving on a trip.). All field trips are supervised by a regular classroom teacher and school dress code is required unless otherwise indicated by the teacher in charge. **Field trips are an extension of the school and all school rules are in effect, while on any trip.** Students who exceed the marking period cutoff for discipline points may be ineligible for field trips and will not be entitled to a refund for the bus or admission fee.

## **EMERGENCY DRILLS**

Fire drills are required by state law in order to protect human life and property. To facilitate the evacuation of the building each student is to be aware of the nearest exit.

The following rules apply:

1. Leave the building through the nearest exit as directed by the adult supervisor.
2. WALK - DO NOT RUN.
3. Be as quiet as possible - No talking.
4. Listen for directions.
5. Students should move in the corridor in single file.

## **HOMEWORK AND MAKE UP WORK**

Students absent for any reason must make up assignments, class work and tests within a reasonable amount of time. **This amount of time is considered to be the same number of days that the student was absent.**

Students who choose not to do homework will lose privileges. Parents will receive specific grade-level homework policies in September. On all grade levels, homework is a factor in the grading process. If homework assignments are not completed, students and parents should expect it to affect report card grades.

**Parents should call the main office to request homework if their child is absent (by 9:00 am.) The work will be available for pick up at 3:20 pm in the main office.**

## **HONOR ROLL**

We are proud of our students who receive high grades. Each marking period there will be an honor roll assembly for Canfield Avenue Students in grade 6. A designation of High Honor Roll is given to the student who receives **A's in all subjects**. Those students who receive **A's and B's in all subjects** will earn placement on the Honor Roll.

## **LOST AND FOUND**

Check the lost and found located in the all-purpose room. If you should find an article, you should turn it in immediately. Remember, someone else would do the same for you someday.

Items will be displayed outside the gym twice a year once the week before the Holiday Break (late December) and again the week before the close of school. All items not claimed will be donated to a local charity after being displayed.

## **MONEY AND VALUABLES**

Students are discouraged from bringing excess money to school. When money is required for special events, a letter will be brought home to explain the cost to parents. All other valuables should not be brought to school.

## **PERSONAL PROPERTY**

Students are to only bring objects to school that relate to academic accomplishments. Toys should be left at home unless they are part of a presentation. Expensive jewelry should never be worn in school. Cell phones and other electronic devices are allowed in school if they are left in the students locker (or backpack) and do not ring during school.

## **PHYSICAL EDUCATION PROCEDURES**

Students are required to wear sneakers and pants (or shorts) for physical activity. Long hair must be tied back. No jewelry or earrings may be worn. If earrings cannot be removed, they must be covered with band-aids. If a child cannot participate in class for one or two periods, a parent's note is acceptable. If a child needs to be excused for longer than two periods, a doctor's note is needed.

## **PRAYER**

Students at Canfield Avenue School are entitled to pray, read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, lunch or other non-instructional times. Faculty members cannot compel students to participate in prayers or other religious activities.

## **SCHOOL LOCKERS**

**School lockers remain the property of the district even when used by pupils.** Lockers are subject to administrative search in the interests of school safety, sanitation, and discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant.