



Parent-Student Handbook

*Eleanor G. Hewitt Intermediate School
Ringwood Public School District*



PRINCIPAL'S WELCOME

On behalf of the faculty and staff, I would like to welcome you to the Eleanor G. Hewitt Intermediate School. We hope this school year will be an enjoyable and rewarding experience for you.

The Hewitt School is first and foremost a community dedicated to the development of the whole child. Who our students are becoming, as people, is just as important to us as what and how they are learning. Our curriculum and academic programs are designed to attend to the academic, social, emotional and physical needs of our students. Aware that the age of 9, 10 and 11 years old is a critical time in a child's life, we at Hewitt are committed to providing rewarding experiences for our students that emphasize creativity, challenge their thinking and foster a love of learning.

The Hewitt School is resolute in its commitment to creating an atmosphere built on scholarship and character. We aim to develop a climate and culture at Hewitt where it is understood that through hard work, proper study habits, and personal responsibility, students are able to acquire the essential tools that will make them successful in life. Through our character education program, our teaching staff focuses on a theme each month, which is incorporated into classroom instruction. Lessons that address themes such as caring, respect, honesty and citizenship are all a part of the Hewitt character education program.

Educating our children is a true partnership between school and home, and I encourage all of our Hewitt parents to become involved in their child's educational experience. One way to get involved is through the E.G. Hewitt P.T.O., which greatly supports the school's mission to create a positive and safe school environment that fosters high expectations for all students. Our Hewitt P.T.O. partnership energizes the school atmosphere as students, staff and families are united in the single purpose of excellence in education. I strongly encourage all of our Hewitt parents to become involved with the Hewitt P.T.O. this year.

For those of you discovering the E. G. Hewitt Intermediate School for the first time, I invite you to visit our district's website (www.ringwoodschools.org) and see a variety of useful information about our school. Hewitt is truly an exciting place to learn and grow, and I hope that you will take the opportunity to learn more about our remarkable school community.

Tim Johnson
Principal



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MISSION STATEMENT

The Ringwood Board of Education is dedicated to creating life-long learners by providing students with the educational programs, life experiences, and appropriate facilities necessary for success in the world of today and the world of tomorrow.



ABOUT THE HEWITT SCHOOL

- The Hewitt School is a collaborative, creative community of professional educators who are committed to academic excellence in all areas.
- We build a strong foundation in literacy and mathematics for all students through meaningful curriculum.
- We create a challenging and creative environment that fosters the excitement of learning and develops good study habits.
- We ensure a safe and secure environment where learning is the priority.
- We provide learning opportunities that utilize each student's learning style and multiple intelligences to ensure mastery of essential skills.
- We seek ways to help students develop sensitivity and respect for the rights and abilities of others.



RINGWOOD B.O.E. POLICIES & THE HEWITT HANDBOOK

The Hewitt School Parent-Student Handbook is written for the purpose of disseminating important information, guidelines and policies at the Hewitt School. The Handbook is aligned with the policies established by the Ringwood Board of Education. For the complete listing of all Ringwood Board of Education policies, please refer to the district website at www.ringwoodschools.org.

All of the information in this booklet is important. Several articles require your particular attention. Please read the handbook via the internet on Hewitt's website at www.ringwoodschools.org/EG_Hewitt.htm. Extra copies of the handbook may be obtained from Hewitt's Main Office.

This handbook describes the rules and policies students need to know for participation in school life. Parents should read this handbook with their child and be sure their child understands and follows the rules and regulations described.



BUILDING SCHEDULE

Regular Schedule	Delayed Opening	Early Dismissal
Homeroom	Homeroom	Homeroom
1st	1st	1st
9:20-10:00	10:50-11:20	9:25-9:50
2nd	2nd	2nd
10:05-10:45	11:20-11:50	9:50-10:15
3rd	3rd	3rd
10:50-11:30	11:50-12:15	10:15-10:40
4th	4th	4th
11:35-12:15 (Grade 4 Lunch)	12:20-12:50 (Grade 4 Lunch, No Recess)	10:40-11:05 4th Grade Stays with HR*
5th	5th	5th
12:20-1:00 (Grade 5 Lunch)	12:55-1:25 (Grade 5 Lunch, No Recess)	11:05-11:30 5th Grade Stays with HR*
6th	6th	6th
1:05-1:45	1:30-2:00	11:30-11:55
7th	7th	7th
1:50-2:30	2:00-2:30	11:55-12:20
8th	8th	8th
2:30-3:10	2:30-3:00	12:20-12:55
Dismissal @ 3:15	Dismissal @ 3:15	Dismissal @ 1:15



STUDENT DROP-OFF & PICK-UP INFORMATION

*If you are dropping off your child at school in the morning, please do so no earlier than 8:50 AM. Students cannot be supervised by school staff members until that time.

*Please send a note in the morning if you intend to pick up your child in the afternoon. If at all possible, please avoid last minute requests at the end of the day. Please understand that if there is no note for a pick-up, your child must take his/her regularly scheduled bus.



ATTENDANCE TIMES (Absences/Tardies/Early Departures)

Regular Schedule (9:15 AM to 3:15 PM)

9:15 AM until 3:15 PM	Full Day Absence
9:15 AM until 10:45 PM	Tardy
9:15 AM until 12:15 PM	½ Day Absence (AM)
12:16 PM until 3:15 PM	½ Day Absence (PM)
1:05 PM until 2:55 PM	Early Departure

Early Dismissal Schedule (9:15 AM to 1:15 PM)

9:15 AM until 1:15 PM	Full Day Absence
9:15 AM until 10:15 AM	Tardy
9:15 AM until 11:05 AM	½ Day Absence (AM)
11:06 AM until 1:15 PM	½ Day Absence (PM)
11:30 AM until 12:55 PM	Early Departure

Delayed Opening Schedule (10:45 to 3:15 PM)

10:45 AM until 3:15 PM	Full Day Absence
10:45 AM until 11:50 AM	Tardy
11:51 AM until 12:50 PM	½ Day Absence (AM)
12:51 PM until 3:15 PM	½ Day Absence (PM)
1:30 PM until 2:55 PM	Early Departure

Any combination of five (5) Tardies or Early Departures constitutes a Full Day Absence.



ATTENDANCE PHONE INFORMATION

- *Call 973-962-9328 if your child is absent.
- *After you hear the *beep*, please state your child's: full name, grade, homeroom teacher and the reason for the absence. Please be brief.
- *If you need to leave a more detailed message, please call the Main Office (973-962-7015) after 8:00 AM and before 4:00 PM.
- *You must call each day your child is absent.
- *To request homework, your child must be out of school for two or more consecutive days. If this is the case, please call before 9:00 AM on the second day to make the homework request.
- *You or your designee (not students) may pick up the homework after 3:15 PM on the school office bench.
- *If you have any other questions, please call the Main Office number (973-962-7015).



SCHOOL DELAY/SCHOOL CLOSING **EARLY DISMISSAL**

Please be advised that the sources listed below can be utilized to find out if school has a delayed opening, will be closed, or have an early dismissal due to inclement weather, or other emergency conditions.

Inclement Weather Hot Line:	973-962-0331
Ringwood Schools Website:	www.ringwoodschoools.org
Radio Stations:	WVNJ – 1160 AM WGHT – 1500 AM WCBS – 880 AM or their Website @ www.WCBS880.com
Television:	Channel 77 Fox 5 TV News 12

The one and one-half hour delayed opening hours for Hewitt School are: 10:45 AM until 3:15 PM. Lunch will be served on delayed opening days. For an early dismissal the school hours are 9:15 AM until 1:15 PM. No lunch is served on early dismissal days.

Please note that emergency bus stops are in effect when the Ringwood Schools are on a delayed opening or early dismissal as a result of inclement weather. Emergency bus routes are only distributed to those students whose bus stop is changed to the emergency location for reasons of inclement weather.

If you have any further questions, please call the school office at 973-962-7015.



SCHOOL DIRECTORY

At the beginning of the school year, a student directory is developed and printed by the Hewitt P.T.O. You may use this directory throughout the school year for school listings, phone numbers, contacts, etc. Please refer to the district website for other directories and contact information.



SCHOOL CALENDAR

At the beginning of the school year, a school calendar is given to each student for home use. This calendar lists events, activities and school functions. Please refer to the www.ringwoodschools.org website for the district calendar and other special events.



THE HEWITT WEBSITE

If you have Internet access, please refer to the Hewitt School website (www.ringwoodschools.org/EG_Hewitt.htm) for useful school information.

Throughout the school year, please refer to the Hewitt website for a complete listing of special events, school activities and monthly updates. You will also find links to the “Homework Hero” website and other useful resources by accessing the Hewitt site.



ACADEMIC EXPECTATIONS **AND RESPONSIBILITIES**

At Hewitt, one of our primary goals is to develop life-long learners. We maintain high expectations for our students with their academic progress and their development of proper study habits. We seek ways to meet the varied needs of our students and best help them to acquire the essential life skills that will allow them to be successful.

The Hewitt faculty, staff and administration feel that each student must take responsibility for their learning and growth in the following areas:

- *Listening and following directions
- *Working well independently
- *Working well collaboratively
- *Completing work/assignments on time
- *Participating/interacting in learning activities
- *Seeking help when necessary
- *Producing legible, quality work
- *Organizing self and materials

Hewitt students are expected to fulfill all assignments (short and long-term) given by teachers, and it is each student's responsibility to ask questions of their teacher if an assignment is not understood. Students are expected to come to class prepared with the materials necessary for learning each day (paper, pencils, and other required supplies).

Homework is considered to be a time for skill practice, enrichment, or more in-depth attention to a given unit of study or subject area. Homework is usually begun in class. Students typically have math and reading for homework each night. Written homework should be turned in each day.

Each teacher has established expectations and guidelines for completing homework assignments. If a student has not completed his/her homework, he/she may be asked to stay in at recess break and complete the work. Other consequences may be assigned, as well.

Students are required to write their homework assignments in their student planners. Students are instructed to copy their teachers' assignments exactly as they see them listed on the assignment board and to not leave blanks in any subject area sections in their planner, as this will cause confusion at home about whether an assignment has been completed or not. Students are asked to write "none" in their assignment pad if the teacher has listed this on their assignment board. Teachers will periodically check student planners; we ask that parents check the assignment pad nightly.



REPORT CARDS

Report cards are issued to students four times a year. These report cards show academic performance, social and personal development, absences and tardies, as well as coded information on pupil attitudes and work habits. Please see Hewitt's website for the report card issue dates.



INTERIM REPORTS

Interim reports are issued to students up to four times a year. The interim reports show academic performance, social and personal development, and growth in study skills. Each student receives an interim report for the first and third marking period. For the second and fourth marking period, interim reports are given to students based on teacher discretion. Please see Hewitt's website for the interim report issue dates.



PROBATION STATUS (ACADEMIC)

When a student does not meet his/her academic responsibilities (i.e., repeatedly does not complete class assignments or homework assignments, does not put forth the necessary effort into their studies, receives failing grades on his/her report card), he/she may be placed on Academic Probation by the principal. This probationary period gives a student an opportunity to correct the problem. During Academic Probation the student will not be permitted to take part in extracurricular activities and could possibly lose field trip privileges. The principal will take the student off of Academic Probation once he/she brings his/her grades or effort up to a satisfactory level.



PROMOTION/RETENTION **POLICY (#6146.2)**

PHILOSOPHY

The Ringwood Board of Education believes that students should be promoted when they show that they can comfortably adjust to the next grade level.

PROMOTION

Students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally in light of school district goals, objectives, and expected proficiencies. Students will normally progress from grade to grade with students spending one year in each grade.

RETENTION

A student, however, may benefit by remaining for another year in the same grade. Retention shall be considered on a case-by-case basis when a student's academic performance provides clear evidence that he/she has not mastered the academic proficiencies necessary for the student to undertake the schoolwork associated with the subsequent grade level.



STUDENT CONDUCT, RULES **AND EXPECTATIONS**

Discipline is essential to maintain a safe environment where learning can occur. The safety of each student at Hewitt is of the utmost importance. It is imperative that students, parents, teachers and the administration all work together to establish a safe, comfortable learning atmosphere.

Effective behavior management occurs when the teacher and student interact effectively together. Most situations and problems can be solved in the classroom. Each Hewitt teacher develops and follows a class management plan that includes rewards, consequences and parent contact.

In addition to following each individual teacher's behavior expectations, all students must follow the school rules and demonstrate respect in the hallways, in the cafeteria, on the playground, in the gymnasium during special events and assemblies, and throughout the school building.

At the beginning of the school year, the principal meets with the student body to discuss each of these behavior guidelines. A discussion is had, in both the classroom and with the principal, that the word "Kill" may never be used (intentionally or playfully). Students are warned that this word, and any other threatening words or actions, will lead to severe disciplinary action(s). Consequences may include school suspension and police notification. This discussion and message is also reinforced in the classroom by each teacher.

Our students are expected to respect themselves, their classmates and peers, the faculty and staff, and the school building and grounds. The Hewitt School rules, Code of Conduct, and guidelines are built on good citizenship and respect.

The administration reserves the right to assign penalties listed and not listed, and to adjust a particular penalty when the severity of the offense warrants.



HEWITT'S "CODE OF CONDUCT"

At the beginning of the school year, homeroom teachers review the Hewitt Code of Conduct with each student. The Code of Conduct is then reviewed by the principal with each class. Hewitt's "Code of Conduct" is listed below:

*I will do my best work.

*I will care for school property.

*I will respect others.

*I will treat others fairly.

*I will not hurt anyone on the inside or outside.



ASSERTIVE DISCIPLINE PLAN

The Ringwood Public School District recognizes that the physical safety of students, employees and visitors is essential to the proper operation of the school and for the establishment of a positive learning environment. The District is committed to providing education in a safe, secure and caring environment and therefore strictly enforces school discipline.

In order to guarantee that the students attending the Hewitt School are receiving the optimum learning environment they deserve, an Assertive Discipline Plan has been established. We believe that all of our students can behave appropriately.

Each teacher follows the Assertive Discipline plan; however, slight adjustments are made in each classroom based on the needs of the students and the expectations of the teacher.

Below is a sample of a classroom's Assertive Discipline Plan:

RULES

1. Follow directions the first time they are given.
2. Keep your hands, feet and all objects to yourself.
3. Get permission before leaving your seat or room.
4. Raise your hand and wait for permission to speak.
5. Keep your eyes on the speaker.
6. Say and do nothing to hurt others on the outside or the inside.

CONSEQUENCES (Cumulative in one day only)

1. Verbal warning.
2. Time out for 15 minutes in the classroom.
3. Loss of lunch recess.

4. Parent informed.
5. Sent to another room.
6. Sent to the Principal.

SEVERE CLAUSE

A – Abuses others

B – Breaks up the orderly atmosphere

C – Confronts authority

D – Destroys property

REWARDS

Verbal praise

Privilege Coupons

Special surprise

Happy Grams

Home calls

Special free time



PROBATION STATUS (CONDUCT)

The principal may place a student on Conduct Probation because of unsatisfactory conduct. This probationary period gives a student an opportunity to correct the problem. During Conduct Probation, the student will not be permitted to take part in extracurricular activities and could possibly lose field trip privileges. He/she must show definite progress in improving his/her conduct. He/she must be cooperative with his/her teachers and the administration, and must display respect, and a cooperative and positive attitude. The principal will take the student off Conduct Probation once this occurs.



HARASSMENT, INTIMIDATION, AND BULLYING POLICY (#5131.2)

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING

The Board prohibits acts of harassment, intimidation or bullying. A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment; and since students 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 or bullying" means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

- a. is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,
- b. by any other distinguishing characteristic; and
- c. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- d. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

The Board of Education expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Pupils.



SCHOOL BUS PROCEDURES, **RULES & CONDUCT**

Every student has the right to be transported to and from school safely. The driver is in full charge of the school bus and is responsible for maintaining order. School bus drivers are always prepared to handle any behavior problems that occur on the bus. To do so properly, a positive discipline plan has been developed. This plan is as follows:

Rules

1. Follow directions the first time given.
2. Stay in your seat.
3. Keep hands, feet and objects to oneself.
4. Keep a low noise level.
5. No: eating, spitting or cursing.
6. Walk in a single line when getting on and off the bus.

Consequences

1. Warning
2. Change seat
3. Speak to student
4. Call in to Transportation Supervisor
5. Transportation Supervisor contacts parent
6. Transportation Supervisor contacts Building Principal

The bus driver may immediately refer a student to the building principal for a severe clause violation that is an action which endangers the health and safety of the passengers and/or driver. The building principal has the right to move to higher levels of consequences for severe clause violations. A severe clause is an action that will occur immediately if the incident is serious and jeopardizes the health and safety of the passengers and/or driver. Fighting on the bus, causing the bus driver to pull the bus over, defacing the bus, or using obscene or offensive gestures/language are all examples of severe clause violations.

Once a school bus driver has exhausted their first five steps of consequences, the matter is referred to the Transportation Supervisor who contacts the building principal. The Building Principal then proceeds with the following consequences:

1. Principal contacts parent to inform them that the next step will be a bus suspension.
2. One day bus suspension.
3. Three day bus suspension.
4. Five day bus suspension.
5. Out-of-school suspension pending administrator and Chief School Admin. review.
6. In accordance with law, students who cause damage to school property shall be subject to disciplinary measures, and their parents shall be financially liable for such damage.



CHARACTER EDUCATION PROGRAM

The Hewitt School is dedicated to creating an atmosphere built on scholarship and character. We aim to develop a climate and culture at Hewitt where it is understood that through hard work, proper study habits and personal responsibility, students are able to acquire the essential tools that will make them successful in life. Our belief is that in this type of environment our students are given the greatest opportunity to develop academically, socially, physically and emotionally.

One of our primary goals is to help students develop attitudes of respect and responsibility towards themselves, others and the school community. To further this goal, our character education program focuses on a particular theme each month, which is incorporated into classroom instruction. In collaborative activities and discussions, students learn strategies on establishing and maintaining positive relationships with others. Our teachers provide real-life, meaningful experiences that: build self-esteem, demonstrate how to resolve conflicts peacefully, encourage tolerance and develop positive student behaviors. Through our character education program, students are given the opportunity to more clearly understand the meaning of success and what will be expected of them as they mature and become responsible, productive citizens.

CHARACTER EDUCATION THEMES

September: ***“RESPECT”***

October: ***“RESPONSIBILITY”***

November: ***“CARING”***

December: ***“TRUSTWORTHINESS”***

January: ***“CITIZENSHIP”***

February: ***“FAIRNESS”***

March: ***“APPRECIATION”***

April: ***“HONESTY”***

May: ***“COMPASSION”***

June: ***“ACCEPTANCE”***



DRESS & GROOMING

(Dress Code Policy, Ringwood B.O.E. Policy #5132)

It is recognized that the basic responsibility for the proper dress of students lies with the student and their parent or guardian. However, students are expected to wear clothing which is neat and clean, is consistent with standards of health and safety and does not disrupt learning in the classroom. The administration recognizes that certain clothing practices of students of this district threaten the ability of the school administrators and teachers to efficiently assure an atmosphere of order, discipline and safety prerequisite to providing education.

The administration reserves the right to make the final decision regarding appropriate dress in school as well as at school-sponsored functions.

1. In order to create a positive school atmosphere, attire and grooming should be reasonably modest and neat. Derogatory slogans are unacceptable, as well as shredded, ripped, cut-off, bare midriff, see-through clothing which exposes the torso, underwear as outerwear, beachwear, abbreviated leisure or athletic wear as tops or bottoms. Sleeveless tops with straps less than 2" wide, cut-out shirts and sleeveless athletic jerseys are unacceptable.
2. Bermuda, cargo and walking shorts are acceptable school attire; however, short shorts, cut-offs, athletic shorts, gym and exercise shorts, swim suits and mini-skirts are examples of undesirable school attire are prohibited. Backless shoes, sandals and flip-flops are not to be worn to school, due to safety concerns.
3. In specialized areas of instruction such as shops, labs or physical education, where unique and safety concerns exist, students will be expected to follow guidelines established by each department.
4. No coats, jackets or outerwear of any kind are permitted in halls or classrooms during the school day.
5. Head wear of any kind is prohibited anywhere inside the school building. This includes, but is not limited to, any type of hats, visors, headbands, bandanas, curlers, picks and sunglasses.
6. Pants or slacks must be waist fitted and worn to prevent slipping to hip level. They must be worn so the entire waistband is above the top of the hip. The legs of the pants shall be extended to the top of the shoe and cannot be worn rolled up exposing the student's leg. Pajama attire is not permitted in school.
7. No link chains, bicycle chains, spike collars or spike bracelets may be worn in the building.
8. Any clothing that has writing or pictures suggesting violence, profanity, sexual connotations, tobacco, alcohol or drug use is not permitted.
9. Students who are unsuitably attired for school will be detained until appropriate clothing can be secured.



GENERAL INFORMATION (A-Z)

See each category listed below



ASSIGNMENT PAD/ STUDENT PLANNER

Student assignment pads have been purchased by the Board of Education for student use at Hewitt. It is recommended that all students utilize the assignment planner. Teachers periodically review and instruct students in the proper and most appropriate use of the planner. The assignment planners are provided to assist the student with his/her organizational skills, and are expected to be utilized throughout the school year. Parents and guardians are encouraged to check their child's assignment pad each evening.



ATTENDANCE GUIDELINES

The Ringwood Public School District is resolute in the fact that regular student attendance is an integral part of academic achievement. Ensuring that optimum student attendance is maintained is critical to its educational mission. Accordingly, the district has adopted an Attendance Policy and a Promotion/Retention Plan to ensure that effective strategies are in place to maximize pupil attendance.

Regular and punctual attendance is essential for student learning and performance. Regular school attendance develops patterns of behavior that are essential to future success in life. Since school is a partnership, parents are expected to make sure their child(ren) attend school on a regular basis. Therefore, the Hewitt administration and staff is committed to the careful monitoring of student attendance, maintaining adequate attendance records and holding students and parents accountable for good attendance during the school year.

When a student is late to school or absent from school, they miss a vital portion of their education. While written work can often be made up, the valuable learning opportunities, discussions and experiences missed during an absence are never adequately made up. Therefore, please schedule commitments for your child, such as dentist or doctor appointments, during non-instructional hours. Family vacations and trips during school days are strongly discouraged as well. When your child is out of school for

two or more consecutive days, please contact both the school office and the teacher as soon as possible to make arrangements for work to be completed.

At the beginning of the school year, the following forms are sent home with your child: the Hewitt Building Schedule, Attendance Times for School Delays and Early Dismissal, Student Pick-Up/Drop-Off Information and Attendance Phone Information. Please carefully review each of these documents and become familiar with the established attendance policies and procedures. For your convenience and reference, each form can be found on Hewitt's website.

At the Hewitt School, we work very hard to ensure that your child receives the best education possible. We can only achieve this if your child is at school on time, every day. Please help us to provide your child with the outstanding education they deserve.



BACKPACKS

Student backpacks must be kept in the homeroom classrooms during the school day. For safety reasons, no wheeled backpacks are allowed on school buses or in the school building.



BIRTHDAY "TREATS"

At Hewitt, birthday parties are not celebrated in the regular classroom. However, healthy birthday treats may be dropped off at the Main Office. Students may pick up their birthday treats and serve them to their classmates in the Cafeteria during lunch time.



CHAIN OF COMMAND

Parents or guardians who have questions or concerns about their child or a school-related matter should always first speak directly to the child's teacher. Matters should be resolved through the following chain of command:

- *Teacher
- *Principal
- *Superintendent of Schools
- *Board of Education



CLASSROOM PARTIES

There are four classroom parties held each school year at Hewitt:

1. Halloween -- parents coordinate the drop-off of Halloween treats. Parents do not come into the classroom for this party.
2. Winter Recess – class parents coordinate this party with the homeroom teacher. Parents bring in treats and participate in the party activities.
3. Valentine’s Day -- parents coordinate the drop-off of Valentine’s treats. Parents do not come into the classroom for this party.
4. Year-End Celebration – class parents coordinate this party with the homeroom teacher. Parents bring in treats and participate in the party activities.



COMMUNICATION

Parent-Teacher conferences invariably enhance student performance. Both the home and school should work cooperatively to complement students in their effort to progress. Regular Parent-Teacher Conferences are scheduled each November. Contact your child's teacher to schedule a conference during the school year should the need arise. A partnership between the teacher and the home is fostered when effective, on-going communication takes place.



EARLY MORNING CHILD CARE

The Meadowlands Area Y.M.C.A., in cooperation with the Ringwood Board of Education, offers an early morning child care program at the Hewitt School. This program is open to all fourth and fifth grade students. It offers a valuable experience and quality child care service to Hewitt families, in a safe, comfortable environment. The Early Morning Program is open from 7:00-9:00 AM weekdays, prior to the Hewitt school day. For registration information, please contact Mrs. Amelia Griffiths, Child Care Director, at (201) 955-5300.



EMERGENCY PREPAREDNESS

We continuously strive to make Hewitt a safe place for students and staff. At the beginning of the school year, teachers and the principal review the various emergency drills (i.e., fire drills, lock-down drills, bus evacuation drills) with the student body. These are practiced and reviewed throughout the school year. Our discussions with the students, and the practice drills we conduct, are done in such a manner that they will not frighten our students.



EVENTS & ACTIVITIES

There are special events and activities scheduled throughout the school year. These add to the curriculum and each student’s experience at Hewitt. Many of these events include:

<i>Picture Day</i>	<i>Exhibit Night</i>	<i>Fire Safety Trailer</i>
<i>Back to School Night</i>	<i>Hewitt Talent Show</i>	<i>Hewitt Family BBQ</i>
<i>Parent Visitation Day</i>	<i>Fourth Grade Orientation</i>	<i>D.A.R.E. Graduation</i>
<i>All District Music Festival</i>	<i>Parent-Teacher Conferences</i>	<i>Band and Chorus Concerts</i>
<i>Field Trips</i>	<i>Hewitt Holiday Bazaar</i>	<i>Celebration of the Arts</i>
<i>Hewitt Book Fair</i>	<i>Special Assemblies</i>	<i>Colonial Day</i>

Look for letters from the school principal and classroom teachers describing each event prior to their occurrence.



EXCUSES FROM SCHOOL ACTIVITIES (POLICY #5113.2)

It is the policy of the Ringwood Board of Education that students may be excused from regular school curricular activities (i.e. Physical Education) for a maximum of three consecutive days on the basis of a formal request of the parent/guardian of the child. To be excused for a longer duration, a note from a physician will be required. Following a

prolonged excuse from activities for physical (fracture, sprain, etc.) or medical reasons, a note from a physician will be required before the child can resume participation in the activity from which the student was excused.



EXTRA-CURRICULAR PROGRAMS

There are extra-curricular programs scheduled for Hewitt students throughout their two years at Hewitt. Some of the programs are available for students to participate in on a volunteer-basis; others are offered to selected students. Some of these programs include:

<i>Enrichment Art</i>	<i>Fifth Grade Band</i>	<i>Chorus</i>
<i>Librarycafé</i>	<i>S.I.T.E. Inventions</i>	<i>Writer's Guild</i>
<i>Effective Tools of Communication</i>	<i>Empower Express</i>	<i>Mock Trial Program</i>

Look for letters from the school principal and information on the Hewitt website describing each program throughout the school year.



FIELD TRIPS

Field trips are planned to extend and enhance classroom experiences when opportunities and resources permit. Each participating student must have a permission form signed by the parent or guardian. Transportation is usually provided by school buses. Students are supervised and chaperoned by adults while on field trips. Additional information on field trips, including any field trip fees that are to be collected, will be sent home prior to each trip.

Students are required to follow school rules and guidelines while on a field trip, the same as in the classroom at school. Students shall, at all times, follow the instructions and directives of teachers, sponsors, or chaperones in charge of the field trip. If a student misbehaves on a field trip, disciplinary action may be taken.

Parent chaperones should not bring siblings or other children with them.



FRIDAY FOLDERS

A Friday folder is utilized in all homeroom classes. You will receive all announcements and, often, weekly class papers. Parents are encouraged to review the documents and return the folder each Monday.



HEALTH SERVICES

The Ringwood Board of Education recognizes that childhood wellness is essential for academic success. The goal of our Health Services at Hewitt is to enhance the educational process by removing any health barriers to learning. The Nurse's Clinic serves a vital role in fostering an atmosphere of caring and concern for each student's medical needs.

The school nurse is a registered nurse responsible for the identification, management and planning of health issues in school. Her primary responsibilities include giving first aid to the ill and injured, supporting students with special medical needs, identifying and controlling communicable disease, monitoring medications, guest teaching on health-related subjects, and performing health screenings.

If a student becomes ill or injured at school, they will receive medical attention at the Nurse's Clinic. If your child becomes ill enough to go home during the school day, you will be notified.

If your child was injured at home and is not able to participate in more than three physical education classes, a note from your physician is required, indicating the nature of the injury and the length of time the pupil is to be excused. When your child is able to return to PE class, a note is necessary from your doctor indicating this activity may be resumed.

At the beginning of the school year, a Special Medical Needs form, along with some reminders pertaining to the clinic are sent home. These include:

Health Examinations

The Department of Education requires each school district to notify parents that it

is important for your child to receive a physical at least once during each of the student's developmental stages:

Early Childhood (pre-school through grade 3)

Pre-adolescence (grade 4 -- grade 6)

Adolescence (grade 7 -- grade 12)

Screening Procedures in School

All students in the 4th and 5th grades will be screened for vision and hearing acuity. Parents will be notified in writing if a referral is necessary. Height, weight, and blood pressure will also be checked. Fifth graders will be examined for scoliosis, an abnormal curvature of the spine. If your child is currently under treatment for a spinal problem, please notify the school nurse.

Medications

All medications should be given at home when possible. Students are not to carry any medication on them. The only exceptions are inhalers and EpiPens. ***If your child should need any medication during the school day as advised by your physician, please fill out the required form from the nurse and return it along with the medication.*** Please remember that all medication must be in the original container, with the label intact. No students are permitted to administer their own medication without the nurse's supervision. It is advisable that the medication be brought to school by the parent or another responsible adult.

Please keep in mind these very important tips from the Nurse's Clinic:

*A good night's sleep and a healthy breakfast every morning will help your child do their very best in school.

*Notify the school nurse of any changes in medication or new physical conditions that may occur during the school year.

*Let the nurse know of any new vaccinations that have been given to your child, so that school records are kept current.

*Please notify the health office when your child has been diagnosed with a contagious disease such as strep or chicken pox. This information will remain confidential but will alert the nurse to watch for symptoms occurring in other children.

*If your child has a fever, is vomiting or has a persistent cough, please keep him/her at home to rest and to avoid getting classmates sick. The school should be notified

concerning the reason for absence; please call the attendance phone at 973-962-9328.

*Any student returning to school with a cast, crutches or injury must report to the school nurse before the school day begins.

*Fifth grade parents: please remember that students will need a Tdap (tetanus, diphtheria, pertussis) and meningitis vaccination before they are admitted to sixth grade. This is required by the State of New Jersey. Plan ahead to have your child vaccinated.



ITEMS THAT SHOULD NOT BE BROUGHT TO SCHOOL

The following are items that students should not bring to school:
Cell phones, CD Players, Walkmans, I-Pods, video games, laser pointers, electronic devices, cameras, candy and gum.

Electronic games and devices will be held in the Main Office until a parent/guardian picks them up.



LOST & FOUND

The Hewitt School maintains a Lost and Found container where articles may be claimed. The Lost and Found container is located outside the Nurse's Office. The lost and found for valuable items (rings, watches, etc.) is in the Main Office.

It is advisable that parents label their child's possessions to expedite locating lost articles. We encourage parents of Hewitt students to check the Lost and Found at the end of the school year for articles that may have been forgotten. School officials will not assume responsibility for lost articles or money.



PARKING

There is ample parking in the Hewitt parking lot for parents and visitors. Please look for the “Visitor’s Parking” signs located near the roller-rink and by the playground area. Please do not park in the numbered spots, as these parking spaces are for faculty and staff members.

Parking is also available along Donnelly Memorial Field. Please do not park in designated fire zones marked in yellow. All parents and visitors must enter the school through the front entranceway and sign in at the lobby area by the Main Office.



PHOTOGRAPHS OF STUDENTS

Individual photographs are taken of Hewitt students each year as a service to parents. Photographs are made available at a cost basis and purchase of these pictures is voluntary. Notices are sent home prior to the date on which pictures will be taken.



PHYS. EDUCATION PROCEDURES

Students participate in P.E. classes two times a week. They are required to follow the Dress Code policy (#5132), wearing clothing that will not hinder participation in any Physical Education activity. For health and safety reasons, socks and sneakers are required. Students with long hair are asked to pull their hair back with an elastic band, or wear either a headband or bandana to prevent accidents. If there is a reason that any of the above listed are not possible, a written explanation from the parent/guardian is requested.

Medical excuses must be signed by the parent/guardian and given to the nurse at the beginning of the school day. A copy of this excuse will be given to the physical education teacher at the beginning of class. It is the policy of the Ringwood Board of Education (5113.2) that students may be excused from regular school activities, i.e. Physical Education, for a maximum of three consecutive school days on the basis of a formal written request or the parent of guardian of the child. To be excused for a longer

duration, a note from a physician is required. Following a prolonged excuse from activities for physical or medical reasons, a note from a physician will be required before the child can resume participation in the activity from which the student was excused.



PICKING UP/DROPPING OFF STUDENTS

1. Picking Up (PM dismissal) – Parents are to park in the Visitor’s Parking area, come into the front entrance, and sign their child out at the Main Office.
2. Dropping Off (AM) – Parents have a choice of two drop off procedures. Parents may park in the Visitor’s Parking area and walk their child into Hewitt. Or, parents may drive around the parking lot, following the directional arrows on the pavement and pull up alongside the front barriers. Your child is to exit the vehicle on the passenger side, nearest to the barriers. Parents should remain in their car, watching their child as they walk along the sidewalk and under the awning (to the front door entrance). Parents may not leave their vehicle alongside the barriers. For any reason a parent/guardian needs to enter the building, they are to park in the Visitor’s Parking sections.



RELEASE OF STUDENTS

Students are released to the child’s parent/guardian only. Students will not be allowed to leave the building with anyone other than the parent/guardian, unless written permission to do so is sent to the office by the custodial parent. A parent/guardian must give advance written notice to the school when requesting a child be released to other designated person(s). Proper identification may be required.



ROLE OF PARENTS **(POLICY #5020)**

The Ringwood Board of Education believes that the education of children is a joint responsibility, one it shares with the parents/guardians and the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained and parental involvement in district concerns encouraged.

Parents/guardians are requested to keep the school apprised of changes in the home situation which may affect pupil conduct or performance. Parents/guardians are specifically requested to inform the school of any changes in legal custody of the child.

Parents/guardians are responsible for their child's punctuality, attendance, cleanliness and dress.



TELEPHONE USE

There are no public telephones in the Hewitt School. Therefore, telephone calls by the students are not permitted unless permission is given by school personnel. Telephone calls will be made by school personnel in case of an emergency.

Fifth grade Band students, who forget their instrument on a day they are scheduled for a lesson, will not be permitted to call home.



TEXTBOOKS AND **LIBRARY BOOKS**

All textbooks and library books are supplied by the Ringwood Board of Education and are issued to your child by the teacher or librarian. Hewitt students are taught to take proper care of books or materials. In the beginning of the school year, teachers assess the condition of each book. As soon as texts are issued, the student assumes responsibility for their care. Lost or damaged books will result in the assessment of a fee sufficient for its repair or replacement (checks for payments should be made out to the Ringwood Board of Education). Final report cards will not be distributed until all book fines are paid.



VISITORS

All visitors to Hewitt (including parents and guardians), must sign-in at the Main Office. All visitors, upon checking in at the office, will receive a Visitor's Pass which must be worn. For the safety and security of all students and staff, no visitor is permitted to leave the school lobby without the consent of the principal or school secretary. During dismissal time, parents are not permitted to go to a classroom until all buses have been dismissed (3:45 PM).



"WORKING SNACKS"

Fourth and fifth grade students are encouraged to bring in a healthy snack each day. Regular homeroom classes permit students to have "working snacks," which is a scheduled time each day when students may eat a snack as the teacher continues to provide instruction.