THOMAS G. CONNORS ELEMENTARY SCHOOL

2024-2025

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Mr. Jack Hamlin	Vice Principal	jhamlin@hoboken.k12.nj.us

Central Office Team Leaders:

Dr. Christine Johnson	Superintendent of Schools
Mrs. Sandra Rodriguez-Gomez	Assistant Superintendent
Dr. Cecilia D'Elia	Director of Special Services
Mr. Chris DellaFave	Director of Innovative Programs
Mr. Tim Calligy	Director of Facilities
Mr. Gregory Werner	Chief Technology Officer
Ms. Joyce A. Goode	Business Administrator
Mr. Stephen Dickerson	Director of Diversity, Equity, and Inclusion & Social Studies Education

Board of Education Members:

Ailene McGuirk	President
Sharyn Angley	Vice President
Malani Cademartori	Board Member
Thomas Kluepfel	Board Member
Leslie Norwood	Board Member
Alex De La Torre	Board Member
Chetali Khanna	Board Member
Antonio Graña	Board Member
Sheillah Dallara	Board Member

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Principal's Message

Dear Connors Families,

It is with great pleasure and excitement that we enter the 2024-2025 school year at Thomas G. Connors Elementary School. It is truly a gift to be the Principal of Connors, as I adore our Connors family. I am eager to welcome all of our new Connors students and family members to our warm and nurturing school community, as well as to welcome back all of our returning Koala's to an exciting school year ahead.

As I have shared with you in the past, I am a firm believer in the following guiding principles that provide the framework of my leadership as the Principal of Connors:

1. **Parent Partnership-** A true partnership between parents, students, administration, and teachers will enable us to achieve amazing success for every child. Communication between all of us is a key ingredient to our partnership. Please feel free to reach out to me directly. The best way to get in touch with me initially is via email and then I can follow up with you directly through a phone call, google meets meeting, and/or an in person meeting. My email is juliana.addi@hoboken.k12.nj.us.

2. **Centrality of the Child-** Student voices, interests, and needs will shape the planning of learning experiences that are relevant to each individual child. These relevant personal learning experiences will foster the social, emotional, and academic growth of every child as an individual. We all know that if you are interested and excited about what you are learning, you will want to learn more! Each student's individual needs will continue to be made a priority.

3. **Academic Excellence-** Your child will be immersed in an academically stimulating and challenging educational program that promotes active, critical, and creative thought while fostering a joy of learning and achievement. We will be measuring, communicating with you, and celebrating student academic growth throughout the school year.

I look forward to a wonderful school year with all of you. Please don't hesitate to reach out and contact me if you have any questions throughout the school year.

All the best,

Mrs. Juliana Addi

Principal of Thomas G. Connors Elementary School

Hoboken Public School District

Our Mission

The Hoboken Public School District will prepare confident and resilient graduates who value academic achievement, embrace challenge, honor diversity, appreciate collaboration and respectfully contribute to their local and wider communities.

Our Vision

The Hoboken Public School District will be recognized as a premier educational choice and widely known as a best-practice model for academic growth, high quality instruction, innovative and equitable programs, engagement, facilities and personalized pathways that are essential for college, career and life preparedness in our ever-changing, interconnected global society.

Our Portrait of a Hoboken Public School District Graduate:

Our students receive rigorous instruction that will ensure:

* College preparedness
* Career readiness
* Global awareness

Our students participate in relevant experiences that build:

* Problem solving skills
* Creative thinking skills
* Cross-cultural skills
* Technology skills
* Communication skills
* Collaboration skills
*Performance-based skills

Our students engage in relationships that foster:

* Academic mindset
* Civic mindset
* Wellness

T. G. Connors Quick Facts

School Mascot	**“Connor” The Koala**
School Color	**Maroon**

Kids for Character Pledge

I pledge to be a Kid for Character

I will be worthy of TRUST

I will be RESPECTFUL

And RESPONSIBLE

Doing what I must

I will always act with FAIRNESS

I will show that I CARE

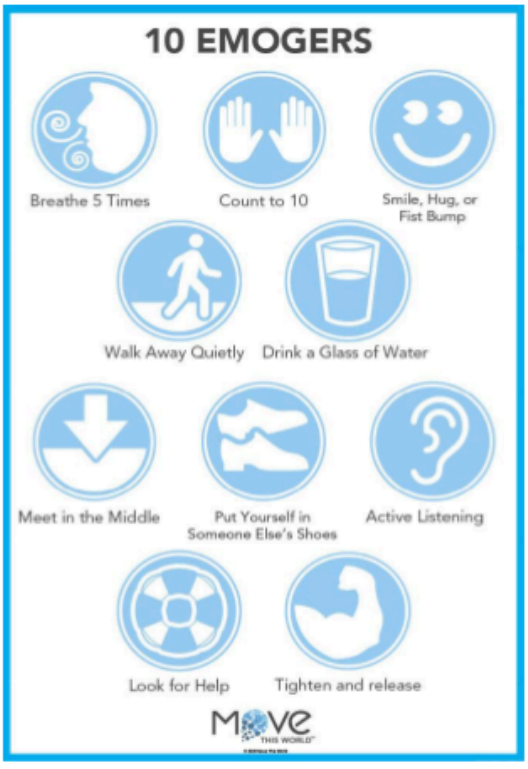
I will be a good CITIZEN

And always do my SHARE

MOVE THIS WORLD

Create a world where everyone belongs.

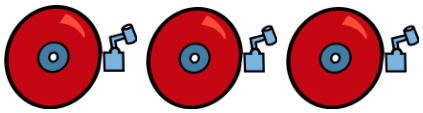






Hoboken Public Schools (2024-2025)

Elementary School Bell Schedule



Full Day Schedule:

1st Period	8:15 - 9:00 AM
2nd Period	9:00 - 9:45 AM
3rd Period	9:45 - 10:30 AM
4th Period	10:30 - 11:15 AM
5th Period	11:15 - 12:00 PM (First Lunch)
6th Period	12:00 - 12:45 PM (Second Lunch)
7th Period	12:45 - 1:30 PM (Third Lunch)
8th Period	1:30 - 2:15 PM
9th Period	2:15 - 3:00 PM

Half Day Schedule:

1st Period	8:15 - 8:45 AM
2nd Period	8:45 - 9:15 AM
3rd Period	9:15 - 9:45 AM
4th Period	9:45 - 10:15 AM
8h Period	10:15 - 10:45 AM
5th Period	10:45 - 11:15 AM (First Lunch)
6th Period	11:15 - 11:55 AM (Second Lunch)
7th Period	11:55 - 12:35 PM (Third Lunch)
9th Period	12:35 - 1:00 pm Transition/Dismissal

Hoboken Public Schools District Calendar 2024-2025(REVISED)

September 2024 (18)

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024 (21)

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024 (16)

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024 (15)

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025 (21)

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025 (18)

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025 (21)

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025 (17)

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025 (21)

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025 (13)

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

184 Contractural Staff Days

181 Contractural Student Contact Days

The last day of school is scheduled for June 18, 2025

- Full Professional Development Day: No Students
- 1 O' clock Dismissal (Students only)
- 1 O' clock Dismissal (Entire District)
- First Day of School
- All Schools Closed
- Back to School Night/Parent Teacher Conference

School Phone Numbers

Brandt	(201) 356-3690
Calabro	(201) 356-3670
Connors	(201) 356-3680
HHS	(201) 356-3700
HMS	(201) 356-3750
Wallace	(201) 356-3650

Dr. Christine Johnson, Superintendent
Ms. Sandra Rodriguez-Gomez, Assistant Superintendent
Ms. Joyce A. Goode, Business Administrator

Back to School Nights

Brandt - Tuesday, September 17 (6:30 pm - 8:00 pm)
Connors - Wednesday, September 18 (6:30 pm - 8:00 pm)
Wallace - Thursday, September 19 (6:30 pm - 8:00 pm)
Middle School - Wednesday, September 25 (7:00 pm - 8:30 pm)
High School - Thursday, September 26 (7:00 pm - 8:30 pm)

K-5 Parent Teacher Conferneces- Wed, Oct. 23rd (1 p.m. dismissal for students) Conferences are from 1:45 p.m. to 5:30 p.m

MS/H.S. Showcase of Excellence - Wed, Oct. 23rd (1 p.m. dismissal for students)

Date	Event or Holiday
Sept. 2	Labor Day
Oct. 3	Rosh Hashanah
Oct. 14	Indigenous Peoples Day/Columbus Day
Nov. 5	Election Day
Nov. 7-8	NJEA Convention
Nov. 28-29	Thanksgiving Break
Dec. 23-31	Winter Recess
Jan. 1	New Year's Day
Jan. 20	Dr. Martin Luther King Jr. Day
Feb. 14-17	President's Weekend
Apr. 14-18	Spring Break
May. 26	Memorial Day
Jun. 18	HHS Graduation/HMS Moving Up Ceremony

If the district must close for inclement weather, announcements will be posted on the district website and on Channel 4,5,7,News 12, Fios and 1010 Wins
The Board of Education reserves the right to modify the district calendar when recommended by the Superintendent of Schools

Revised 4/15/2024

Purchasing of Food

The Hoboken Board of Education authorizes and directs the Superintendent of designee to execute contracts with proper vendors in accordance with state law to purchase subsistence amounts of perishable food without competitive bids. This policy shall be published annually as required by law, along with the procedures in which authorized vendors may become eligible to summit quotations.

The Business Administrator or their designee is authorized to purchase not more than $5000 worth of food supplies on the basis of a vendor's quotation without advertising for a bid and may make emergency food purchases as permitted by law. Such purchases must be documented according to law.

It is the policy of the district to allow the students in the elementary schools who have not been determined as eligible for free lunch to charge a meal, or a portion of the cost of a meal if the student has been determined as eligible for reduced-priced lunch, on the occasion when they may have lost or forgotten their lunch or lunch money.

The following procedures will be followed in the elementary school cafeterias:

A. On the first occasion, the student will be served the meal of their choice. The students shall be responsible to provide payment for the meal on the following school day.
B. On the second and third consecutive occasions, the students will be served an alternate meal including a sandwich, fruit, vegetable and milk, and will be charged the established price for a Type "A" lunch.
C. The Food Service Management Company shall notify the school administration immediately upon the second and third occasions.
D. The school administration shall be responsible for notifying the student's parents or guardian, both by phone and by email (or by letter if email is not available), of the outstanding financial obligation.
E. No student will be served beyond the third consecutive occasion where payment was not made.

ATTENDANCE, ABSENCES, AND EXCUSES

The board of education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the Core Curriculum Content Standards. The chief school administrator shall oversee the development of effective strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

A. Encourage good attendance;

B. Discourage unexcused absences;

C. Identify patterns of absence, tardiness and early departures from school; and

D. Intervene to prevent and correct problems with attendance.

Definitions

A. "Attendance" is a student's presence in school and in the classroom to which they are assigned at the times scheduled for instruction or other school activities. A school day shall consist of not less than four hours of actual instruction. An approved kindergarten school day shall consist of one continuous session of 2 1/2 hours may be considered as a full day.

The mere presence of a student at roll call shall not be regarded as sufficient to be considered in attendance for a school day. A student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

Please note the following information regarding Attendance

- **Your child may not be absent for more than 17 days of school.** If your child is having surgery, or will be absent for an extended period of time based upon your child's individual needs, please contact Principal Addi as soon as possible so we can assist you with a specific plan for your child.

- The State of NJ defines **the five allowable reasons for a state-excused absence**: • Religious observance (N.J.A.C. 6A:32-8.3(h)); • A college visit (up to 3 days per school year for students in grades 11 and 12); • “Take Our Children to Work Day” or other rule issued by the Commissioner; • Participation in observance of Veterans Day (N.J.S.A. 18A:36-13.2) or district board of election membership activities (N.J.S.A. 18A:36-33); or • The closure of a busing district that prevents a student from having transportation to the receiving school.
- Absences for reasons such as illness, doctor’s appointment, court dates, etc are Unexcused Absences, but should be verified with documentation within 10 days of absence.

All students must be in attendance for 163 or more days of school in order to be considered to have successfully completed the instructional program requirements of your child’s grade. A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by him/her, and consisting of representative staff, including pupil service personnel and classroom teachers. In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 17 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.

A student not present in school because of their participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

Tardiness

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Students are expected to arrive to school and class **on time.** A student who is tardy to any class will be subject to disciplinary action as outlined in board policy **5131** Conduct and Discipline and the student code of conduct. Consequences for accumulated occurrences of tardiness may include detention, loss of credit and an unexcused school day absence.

Attendance

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The following rules shall apply for student absences:

A. A student shall be considered absent from class for tardiness in excess of one half of the total class period;

B. A student shall be considered absent from school for participation in less than 4 instructional hours during the school day.

A pupil must be in attendance for 163 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which they're assigned.

A waiver of these attendance requirements may be granted for good cause by the school principal upon recommendation of a review committee, appointed by them, and consisting of representative staff, including pupil service personnel and classroom teachers.

In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 17 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.

Unexcused Absences

When a student fails to report to class or school accumulating up to four unexcused absences, the district shall:

A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;

B. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence;

C. Develop an action plan to assist the student to return to school and maintain regular attendance.

If contact through these means is unsuccessful the district may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

If at any time it is suspected that there is a potential of abuse, neglect and/or a student is potentially missing the district shall implement all procedures required by law including reporting protocols, notification of parents/guardians and cooperation with law enforcement and other authorities and agencies, as appropriate.

Persistent Absences

If the pattern of unexcused absences continues and five to nine unexcused absences are accumulated the district shall:

A. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence the day of the unexcused absence;
B. Attempt to contact the parents/guardians by telephone, email and/or cellular phone to determine the cause of the unexcused absence.
C. Conduct a follow-up investigation by contacting the student's parents/guardians in writing to determine the cause of each unexcused absence
D. The principal or their designee shall schedule a meeting with the parent/guardian and the student.

The purpose of this meeting shall be to evaluate the appropriateness of the action plan to assist the student to return to school and maintain regular attendance. The plan shall be reviewed and revised in coordination with the parent/guardian and may include the participation of the classroom teacher, school nurse, guidance counselor, principal or other appropriate staff. The plan shall establish outcomes based upon the student's needs and specify the interventions for achieving the outcomes and supporting the student's return to school and regular attendance.

The purpose of this meeting shall be to evaluate the appropriateness of the action plan. That plan may include any or all of the following:

1. Referral or consultation with the building's Intervention and Referral Services team;

2. Testing, assessments or evaluations of the student's academic, behavioral and health needs;

3. The consideration of an alternate educational placement;

4. Referral to a community-based social and health provider agency or other community resource;

5. Referral to the court program designated by the New Jersey Administrative Office of the Courts;

6. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate.

Discipline

All discipline regarding the attendance of students shall be consistent with the board policy **5131** Conduct and Discipline and the code of student conduct. Consequences for absences may include:

A. Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth herein;
B. Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth herein;
C. Loss of partial or total course credit;
D. Detention or suspension.

No student who is absent from school for observance of a religious holiday or other excused absence shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

Students, parents and guardians shall be notified of disciplinary actions for attendance including loss of credit and may appeal this determination through the procedure as set forth in board policy 5145.6 Student Grievance Procedure.

Truancy

For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. The district shall:

A. Make a mandatory referral to the court program required by the New Jersey Administrative Office of the Courts;

B. Make a reasonable attempt to notify the student's parents of the mandatory referral;

C. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;

D. Cooperate with law enforcement and other authorities and agencies, as appropriate;

E. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes.

Unexcused Absences for Students in Special Education

The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:

A. Individualized Education Program (IEP);

B. Procedural protections set forth in **N.J.A.C. 6A:14**;

C. Alternate short or long term accommodations for students with disabilities as required by law;

D. Requirements of a student's individual health care plan.

Regular Release of Pupils Before the End of the Normal School Day

There are varying situations which may justify release of certain pupils from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil.

Late Arrival and Early Dismissal

The board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

A. Medical or dental appointments which cannot be scheduled outside of school hours;

B. Requirements of a student's individual health care plan;

C. Requirements of the student's Individualized Education Program (IEP);

D. Alternate short or long term accommodations for students with disabilities;

E. Medical disability;

F. Motor vehicle driver's test;

G. Interview for college entrance or employment;

H. Family emergency;

I. Court appearance;

J. Such good cause may be acceptable to the administration.

No pupil in grades kindergarten through eight shall be permitted to leave the school before the close of the school day unless they're met in the school office by their parent/guardian or a person authorized by the parent/guardian to act on their behalf.

Tardiness not covered by the causes listed shall be cumulative, and may affect course credit.

Legal Custody

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the board of any change in the pupil's custodian. The principal may take such steps as seem necessary to ensure that the child is released only to the proper legal custodian.

HARASSMENT, INTIMIDATION, BULLYING AND HAZING POLICY

The Hoboken Board of Education takes incidents of Intimidation, Harassment and Bullying very seriously. The district's policy on such matters is available on the district's website (www.hoboken.k12.nj.us) in PDF format. Staff members have been assigned in each school (as well as on the district level) to address any such incidents. Any student, parent or staff member with concerns related to harassment and/or bullying are encouraged to discuss the matter with one of the coordinators or Anti-Bullying Specialists.

- District Anti Bullying Coordinator
  Ms. Gina Mattera
  (201)356-3685

- T.G. Connors School Anti Bullying Specialist:
  Mr. Jack Hamlin
  (201) 356-3682

CODE OF CONDUCT

An effective code of conduct is essential in the teaching and learning process. We are committed to teaching and reinforcing restorative practices and strategies to help encourage students to take ownership of their actions and be conscious of how their behavior affects others. The Hoboken Board of Education authorizes the Superintendent of Schools to develop policies, rules, and regulations consistent with N.J.A.C. 6A:16-7.2 through 7.4 and Policy and Regulation 5600 governing discipline in Hoboken Public Schools. Such policies, rules, and regulations have been developed in connection with the professional staff, students, and community members to establish an educational environment in which all students can learn.

Students are expected to:

- Treat others the way in which we would like and expect to be treated
- Know and exercise positive modes of behavior and respect
- Accept the responsibility for their actions and the consequences of inappropriate behavior as outlined in the code of conduct
- Respect the rights of others, including the right to secure an education in an environment that is orderly and disciplined
- Adhere to all policies and procedures of the Hoboken Public School District

Every parent/guardian is expected to:

- Model positive modes of behavior
- Work cooperatively with the school staff to ensure the well-being of all children
- Insist on their child's punctual and regular school attendance

- Exercise respect and civility in all interactions with staff, students, and members of the community
- Explain and discuss the code of conduct with their child
- Reinforce student compliance with the code of conduct
- Provide emotional, social, and academic support in the student's school life
- Adhere to all policies and procedures of the district

In addition to the above, students shall not:

- Be insubordinate to teachers or other school staff members, disregard their instructions, or demonstrate lack of respect for their authority;
- Create disorder or disruptions on school premises or traveling to and from school;
- Use, threaten or incite the use of physical force against other pupils, staff members or visitors to the school;
- Steal, damage or deface the property of other pupils, staff members, or the district;
- Harassment, intimidation and bullying;
- Engage in the sexual harassment of pupils or staff members;
- Violate codes of conduct adopted for organizations of pupils;
- Possess or use weapons or any implement intended to harm others;
- Use foul, abusive, derogatory, or demeaning language, including racial and ethnic remarks;
- Convey information about other pupils or staff members known to be false;
- Act recklessly as to endanger the safety of others;
- Procure the property of others by threat or intimidation;
- Enter school premises or any specific portion of the premises without authorization;
- Vandalize school property, real or personal;
- Create litter on school property;
- Be truant from school or class;
- Cheat or otherwise engage in academic dishonesty;
- Persistently refuse to complete homework and other assignments;
- Engage in illegal gambling;
- Smoke on school premises, including but not limited to vape or e-cigarette;
- Falsify an excuse or other school document;
- Set fires or cause a fire in any way on school premises;
- Violate the anti-bullying policy;
- Violate any penal law of the State of New Jersey;

Students assigned to a school bus must obey all of the above school rules as well as;

- Show respect for the driver and/or aide at all times;
- Enter and leave the bus in an orderly manner;

- Be and remain seated, and seat-belted, while the bus is in motion;
- Avoid rough activity at all times, including during waits and pick-up points;
- Talk in a reasonable tone of voice and avoid loud noises;
- Extend no portion of the body or other object out a bus window;
- Keep aisles clear at all times;
- Refrain from bringing animals or bulky unmanageable projects onto the school bus;
- Refrain from smoking, eating and drinking on the bus; and/or the possession, use or distribution of any substance in violation of the substance abuse laws of the State of New Jersey.

This list is not exhaustive and the administration reserves the sole right to impose discipline for any other conduct, which it deems inappropriate and/or contrary to school policy.The disciplinary policy is based on a progressive series of interventions. There are three groups of violations: Level III consists of major violations; Level II of serious violations; and Level I of minor violations. Each group has a series of interventions attached to it. If a student continues to violate the rules of the school, even if they are Level 1 violations, they will ultimately face Level 3 interventions.



Hoboken School District Elementary School Code of Conduct Matrix

The Hoboken School District Elementary Schools Code of Conduct Matrix is designed to be restorative and progressive. Reflection opportunities will take place during the school day with strong consideration to loss of instructional time. Student improvement sessions (SIS) will be scheduled either before or after school to ensure that the child is accountable for their actions while providing opportunity for growth. In-school (ISS) and out of school suspension (OSS) are part of the Matrix for Grades 3 through 5 and are used when prior interventions are unsuccessful or deemed necessary. Any student to be disciplined shall be provided the due process procedures for students and families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4. These are guidelines. The administration reserves the right to determine consequences.The Hoboken School district discipline policy is designed to provide the appropriate consequence based on the situation and the specific need of the child.

Level 1: Minor Violations

- Failure to follow directions
- Disruptive behavior
- Unsafe behavior
- Dress code violation
- Failure to report to SIS
- Failure to comply with school norms
- Electronics visible or used without permission
- Unauthorized eating
- Excessive noise
- Wearing of sunglasses, hats, headbands, or bandanas
- Leaving class without permission
- Loitering in school corridors
- Internet violation
- Use of skateboard, rollerblades, scooters, or rollerblades outside of designated areas

Grades	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
K-5	Warning from Teacher and Restorative Conference with Student	Restorative Reflection Assignment given by Teacher	Parent Contact and Loss of Classroom Privilege by Teacher	Referral to Admin, Parent Conference, and Develop and Institute a Behavior Plan during SIS	Referral to Admin, Parent Conference, and Behavior Plan Review during 2 day SIS

Level 2: Serious Violations

- Disrespect to students
- Disrespect to adults
- Forgery on notes, grades, or signatures
- Cheating/Plagiarism
- Truancy
- Throwing food
- Throwing or shooting objects
- Open defiance to authority
- Using profanity of obscene gestures
- Aggressive behavior
- Misuse of Materials
- Bias Incident (minor or 1st offense)
- Damage to property
- Stealing or taking materials without permission
- Continued and willful disobedience/defiance
- Participation in any unauthorized occupancy of school facilities

Grades	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
K-2	Parent Contacted by Teacher, Referral to Admin, and Restorative Conference with Student	Parent Contact, Loss of Classroom Privilege, Referral to Admin, and Reflective Assignment	Referral to Admin and Parent Conference to Develop and Institute a Behavior Plan during SIS	Referral to Admin, Parent Conference, and Behavior Plan Review during 2 day SIS	Referral to Admin, Parent Contact, and 3 day SIS
3-5	Parent Contact, Loss of Classroom Privilege, Referral to Admin and Restorative Conference with Student	Referral to Admin, Parent Conference, and Develop and Institute a Behavior Plan during SIS	Referral to Admin, Parent Contact, and 1 day ISS	Referral to Admin, Parent Contact, and 2 day ISS	Referral to Admin, Parent Conference, and 3 day ISS

Level 3: Major Violations

- Leaving the building or school grounds without permission
- Verbally abusive behavior to peers
- Verbally abusive behavior to faculty
- Harassment Intimidation or Bullying
- Incitement to riot
- Bias Incident (after 1st offense): behavior that degrades/stereotypes race, gender, physical condition, ethnic group, or religion
- Physically abusive to a student
- Physically abusive to staff
- Fighting
- Willfully endangering the safety of others
- Destroying school property
- False Alarms
- Possession or use of tobacco
- Possession of dangerous or offensive weapons or use of drugs or alcohol *reported to SRO by administration

Grades	1st Incident	2nd Incident	3rd Incident	4th Incident	5th Incident
K-5	Parent Contact, Referral to Admin, Loss of Classroom Privilege, Restorative Conference and SIS	Referral to Admin, Parent Conference, Develop and Institute a Behavior Plan during 2 day SIS	Parent Conference, Referral to Admin and 2 day ISS (3-5) / 2 day SIS (K-2)	Parent Contact, Referral to Admin, and 3 day OSS (3-5) / 3 day SIS (K-2) *Possible Home Instruction & evaluation	Parent Conference, Referral to Admin, and 5 day OSS (3-5) / 5 day SIS (K-2) *Possible Home Instruction & evaluation

DRESS CODE

The Hoboken Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the rights of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the schools.

The Board authorizes the Superintendent to enforce school policy prohibiting student dress or grooming practices which:

A. Present a hazard to the health or safety of the student themself or to others in the school;
B. Materially interfere with school work, create disorder, or disrupt the educational program;
C. Cause excessive wear or damage to school property;
D. Prevent the student from achieving their own educational objectives because of blocked vision or restricted movement.

Attire with graphics and/or slogans that may be considered obscene, profane, ethnically offensive, insulting or derogatory will not be permitted. Attire with graphics and/or slogans that advertise or otherwise promote drugs, tobacco and/or alcohol are also prohibited

The Superintendent, or their designee, has the authority to send any student home whose dress or grooming, in the opinion of the school administration, does not meet the standards of this policy. The student will be deemed absent until they return to school acceptably dressed. Repeat offenders shall be subject to disciplinary action, including suspension or expulsion.

ELECTRONIC DEVICES

In accordance with Title 18A NJSA 2C:33-19 of the New Jersey Administrative Code are prohibited on school property unless given written permission by the Board of Education, the chief school administrator or the school principal. These include, but are not restricted to the following: cell phones, pagers, CD/DVD/TAPE players, headphones, MP3 players, iPods, and radios.

- Any portable electronic equipment must be secured in the students' locker.
- These items may be retrieved at the end of the day.
- Any portable electronic equipment used in the school building will be confiscated.
- If a student refuses to hand over electronic equipment to a school staff member, the Disciplinarian will be called.
- Consequences:
    - For the first offense, the electronic device will be confiscated for the day.
    - For the second offense, the parent or guardian must retrieve the device.

- For the third offense, the student will be assigned detention and the parent or guardian must retrieve the device.
- Continued violations of these rules will require the administration to follow through with group three consequences.

AUTHORIZATION TO USE DISTRICT TECHNOLOGY

Any student in the Hoboken Public Schools or community member who seeks to use the technological resources of the district must sign a Technology Use Agreement, which will be kept on file with the district. This agreement will authorize the signer to use the district's resources. In addition, all students under the age of 18 must have a signed parent/guardian consent form.

All users who violate the policy of the Hoboken Public Schools, whether or not they have signed the Technology Use Agreement, will be subject to disciplinary action and legal action. This includes warnings, suspension of user privileges, criminal prosecution, and monetary restitution for damages that may have occurred.

USE OF TECHNOLOGY AND INTERNET

Through the Internet, students are able to explore database, libraries, blogs, audio/video resources and websites.

The use of school computers, local area and global networks, or on-line services requires the user to adhere to strict guidelines established by the school. Students and their parents or guardians must read the terms and conditions, understand their significance, and agree to abide by the rules established by the Hoboken Board of Education. A signed acceptance, by the student and parent/guardian, of the terms and condition is required prior to the student having access to the computers.

Information students may find on globally available networks will be screened and subjected to the school district's standard selection criteria for educational materials. While much of the content available on the Internet is harmless and much of it is a valuable educational resource, large amounts of objectionable material exists. The Hoboken Board of Education provides Internet access only in supervised environments, but students and their parents/guardians are advised that some systems may contain material the school district does not condone. Use of these materials is not permitted in school.

ACCEPTABLE USE OF THE NETWORK/COMPUTERS/INTERNET

Students are held to the same standards of behavior on the school's local area network and the Internet as they are in the school.

Access to the school's network and the Internet is a privilege, which is granted to students who agree to abide by the acceptable use policy. This privilege carries with it certain responsibilities.

ACCEPTABLE USE POLICY

All users of technology in Hoboken Public Schools are required to abide by the Acceptable Use of Technology Policy and Regulations as set forth below.

TECHNOLOGY PROTECTION MEASURE

The school district is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school district, including computers in media centers/libraries, that block and or filter visual depictions that are obscene as defined in Section 1460 of Title 18, United States Code, child pornography, as defined in Section 2256 of Title 18 United States Code or harmful to minors.

The school district will certify on an annual basis, that the schools, including media centers/libraries, in the district are in compliance with the Children's Internet Protection Act. This policy also establishes Internet safety policy and procedures in the district as required in the Neighborhood Children's Internet Protection Act.

The Board will provide reasonable public notice and will hold one annual public hearing during a regular monthly board meeting or during a designated special board meeting to address and receive public community input on the Internet safety policy.

The Hoboken Board of Education has installed and will maintain filtering software. A sub-committee of the District Technology Committee will monitor the blocking/filtering issues. This filtering cannot guarantee that the students will not access material that may not conform to Hoboken's curricular educational standards. Teacher/staff supervision of student use of these services is required.

INTERNET SAFETY POLICY

The following have been deemed inappropriate uses of technology either by the broad community of computer users or by legal judgment. The list is not all-inclusive, but includes the major categories of misuse of technology.

- Using the network for illegal activity (e.g., copyright infringement).
- Disrupting or damaging equipment software or the operation of the equipment.
- Vandalizing the data account of another user.
- Gaining unauthorized access to another, confidential school records, or the systems operation.
- Using another person's account or name without permission.
- Using abusive, obscene language, sending hate mail or harassing another individual.
- Obtaining pornographic text, graphics, or photographs.
- Sending or receiving material that is racist, sexist, or offensive to the religious beliefs of people.
- Creating or installing a computer virus.
- Using technology for personal, financial, or business gain.

- Installing or using personal software on any computer or network.
- Downloading software.
- Logging onto the Internet or sending e-mail using a fictitious name.
- E-mail broadcasting or spamming.
- Cyber bullying.

Students and staff members are expected to adhere to generally accepted rules of network behavior. These included:

- Be polite. Do not use abusive language.
- Electronic mail is not private. System operators have access to all mail and illegal activities may be reported to law enforcement authorities.
- All documents developed and/or sent or received via e-mail by an authorized user must be identified as belongings to that user. Anonymous documents are prohibited and, if detected, will be purged by the teacher or systems operator.
- Logging onto the Internet is taking an electronic field trip into cyberspace. Students are going out into the world and need to protect themselves. Students must not give out their names, home addresses, or telephone numbers to people they "meet" on the Internet in using electronic mail.
- Users must never reveal personal information about themselves or others. This includes age, home addresses, and home telephone numbers. Users must never agree to meet people in person that they have communicated with electronically. Users must report to a teacher or other district representative any information they access that appears dangerous or makes the user feel uncomfortable.

The district does not issue a warranty for the Internet service it provides. The district is not responsible for the accuracy of the information obtained through the service. The use of information is at the user's own risk. The district is not liable for loss of data, wrong deliveries, or service disruptions caused by its own negligence or the user's errors.

REGULATIONS– TECHNOLOGICAL RESOURCES FOR STUDENTS/STAFF

The Board of Education has authorized the purchase and installation of technological resources for the specific purpose of facilitating the implementation of the educational program of the district. These resources include but are not limited to:

- School-based computer networks.
- District-wide computer networks.
- Stand alone computers.
- Peripheral devices (laser disk players, video cassettes recorders and players, television, telephones, scanners, printers).
- Internet Access.
- Licensed software, CD-ROM programs, and videocassettes.
- Databases of information compiled by the district.

Authorization to Use District Technology

Any student in the Hoboken Public Schools or community member who seeks to use the technological resources of the district must sign a Technology Use Agreement, which will be kept on file with the district. This agreement will authorize the signer to use the district's resources. In addition, all students under the age of 18 must have a signed parent/guardian consent form.

Prohibited Uses of District Technology

All users of the district's technology are expected to adhere to the following prohibitions as outlined in district policy:

- Personal use of the district's technological resources, including the development of bulletin boards and chat groups.
- Using technology for illegal activities as outlined in federal and state laws and network provider policies and licenses.
- Disrupting or damaging equipment, software or the operation of the system.
- Vandalizing the account, work or data of another user. • Gaining unauthorized access to another account, confidential school records or the systems operation.
- utilizing another user's account or name without permission.
- Using abusive, obscene, profane, defamatory, inaccurate, sexually oriented, harassing, threatening, or discriminatory language, sending hate mail, harassing another individual or sending material that is offensive to the religious beliefs of people.
- Obtaining pornographic text, graphics, and photographs. • Creating or installing a computer virus or hacking. • Using technology for personal, financial, or business gain. • Installing or using personal software on any computer in the district. • Changing the configuration of an individual computer or network. • Downloading software. • Logging onto the Internet or sending e-mail using a fictitious name.
- E-mail broadcasting, spamming, or sending chain e-mail.
- Using technological resources in political campaigns in local, state, federal or board of education contests.

All users who violate the policy of the Hoboken Public Schools, whether or not they have signed the Technology Use Agreement, will be subject to disciplinary action and legal action. This includes warnings, suspension of user privileges, criminal prosecution, and monetary restitution for damages that may have occurred.

NURSE

The nurse is on duty at all times, except for their lunch. Students must have a pass to go to the Nurse's office. If there is an emergency during this time, please contact the main office for assistance. All medications for students must be hand delivered directly to the nurse.

MEDICATION

1. Medication must be delivered to the nurse by the student's parent or guardian. Medication no longer required must be promptly returned to the parent/guardian.
2. Students requiring prescription or over the counter medication during school hours must present a written statement from the family physician which identifies the drug, dosage, time, schedule, purpose of medication and possible side effects to the school nurse.
3. The parent or guardian of the student must provide a written statement giving permission for the school nurse to administer the medication prescribed by the physician, and relieving the Board and its employee's liability for administration of the medication required.
4. Any medication to be administered during the school hours must be kept in the Health Office.
5. Students requiring short-term administration of Tylenol following orthodontia procedures or other minor medical illnesses are required to have written parental permission on file in the School Nurse's Office.
6. Students with asthma or other potentially life threatening diseases that require immediate medication administration may be permitted to a) Self administer the medication provided that written certification is provided from a private physician stating self-administration is necessary, instruction has been given, and a life threatening illness exists. b) Written parental authorization for self-administration of the specific medication is on file with a statement relieving the Board and its employees from all liability from incidents of self-administration by student.

DISABLED PERSONS' RIGHTS UNDER FEDERAL LAW

The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students.

An eligible student under Section 504 is a student who (a) has, (b) has a record of having, or (c) is regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. In December 2008 additional activities were added which include: reading, thinking, concentrating, sleeping, bowel/bladder functions, eating and other major life activities.

ELIGIBILITY: Some students will be eligible for educational services under the Individuals with Disabilities Education Act (IDEA). Parents and/or students seeking services under the IDEA are referred to the district's special education department and its director. It is the purpose of this notice form to set out the rights assured by Section 504 to those disabled students who do not qualify under the IDEA. The enabling regulations for Section 504 as set out in 34 Code of Federal Regulations (CFR) Part 104 provided parents and/or students with the following rights:

1. You have a right to be informed by the school district of your rights under Section 504. (The purpose of this Notice is to advise you of those rights.) 34 CFR 104.32.
2. Your child has the right to an appropriate education designed to meet their individual educational needs as adequately as the needs of non-disabled students are met. 34 CFR 104.33.
3. Your child has the right to free educational services except for those fees that are imposed on non-disabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a disabled student. 34 CFR104.33.
4. Your child has a right to placement in the least restrictive environment. 34 CFR 104.34.
5. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34
6. Your child has a right to an evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. 34 CFR 104.35.
7. Testing and other evaluation procedures must conform with the requirements of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The District shall consider information from a variety of sources, including aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, anecdotal reports, and TAKS scores. 34 CFR104.35.
8. Placement decisions must be made by a group of persons (Section 504 Committee), including persons knowledgeable about your child, the meaning of the evaluation data, the

placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
9. If eligible under Section 504, your child has a right to periodic reevaluations, generally every three years. 34 CFR 104.35.
10. You have the right to notice prior to any action by the District in regard to the identification, evaluation, or placement of your child. 34 CFR 104.36.
11. You have the right to examine relevant records. 34 CFR 104.36.
12. If you have questions or concerns regarding your child's identification, evaluation, or educational placement, you should call the 504 District Officer, located at 158-4th Street.
13. If you, nevertheless, wish to challenge the actions of the school Section 504 Committee, you have the right to an impartial hearing with respect to the district's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36. You should file a written Notice of Appeal with the district's Section 504 Administrator. (A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time and place for the hearing.
14. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction. 34 CFR 104.36.
15. Parent or student complaints alleging discrimination against a student in a district program or activity in violation of a Title IX and/or Section 504 provision shall be heard through the procedure.
16. You also have a right to file a complaint with the Office for Civil Rights. The address of the Regional Office for Civil Rights with jurisdiction in New Jersey is:

Office for Civil Rights
US Department of Health and Human Services
Jacob Javits Federal Building
26 Federal Plaza Suite 3312
New York, NY 1027

PARENT RIGHTS REGARDING EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write to the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an ad-ministrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, audi¬tor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.
Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

USE AND STORAGE OF HAZARDOUS SUBSTANCES

The Hoboken Board of Education is providing this notice pursuant to the provisions of the Worker and Community Right to Know Act, N.J.S.A 34:5A-3 et seq., which was recently amended to include new requirements for public schools, private schools, and child care centers regarding the use and storage of hazardous substances in or on any building or grounds used as a public school, private school, or child care center.

Please take notice that: 1. Hazardous substances may be used at our school in connection with construction and other activities whenever children are not expected to be present, and they may also be used when the Board of Education determines that an emergency condition necessitates the use of hazardous substances even though children are expected to be present.

Notice of any construction or other activity involving the use of any hazardous substances will be posted on a bulletin board in the affected school at least two days prior to the construction or other activity, except in an emergency situation as determined by the Board of Education in which case notice will be posted as soon as practical.

Hazardous substances may be stored at our school at various times throughout the year.

Hazardous substances will be stored and used in a manner that complies with the regulations adopted by the Department of Health and Senior Services pursuant to Section 5 of P.L. 1997, c. 364 (C.34:5A10.5).

Hazardous substance fact sheets for any of the hazardous substances used or stored at our school are available at the affected school.