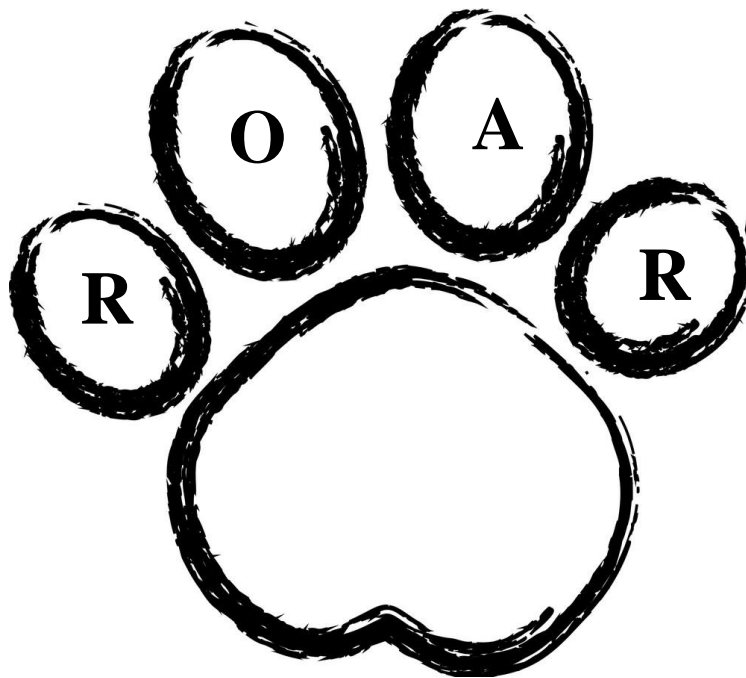




**Lore
Elementary School**

**Student Handbook
2019 - 2020**



*2010 National School of Character
2008, 2009, 2010 New Jersey School of Character*



August 2019

Dear Parents/Guardians and Students,

I hope this letter finds you safe, healthy, and enjoying your summer. It is my pleasure to welcome you to what I know will be an exciting and rewarding year at Lore School. During the summer, we have been hard at work getting ready for the new school year.

Orientation Meetings for Pre-Kindergarten, Kindergarten, and New Students

Kindergarten Orientation is on Tuesday, September 3rd from 9:00 – 10:00 AM, in your child's assigned classroom.

Pre-Kindergarten Orientation is on Tuesday, September 3rd from 10:00 – 10:45 AM, in Room 1.

New Student Orientation for students entering grades 1-5 is on Tuesday, September 3rd from 11:00 AM – 12:00 in the library.

First Day of School

The first day of school is Wednesday, September 4th. School hours are 8:50 AM – 3:40 PM; it is a full day of school, and lunch will be served. Upon arrival at Lore School, kindergarten students will line up on the kindergarten playground (weather permitting). For the first day of school only, students entering grades 1 and 2 will report to the cafeteria to meet your teacher, and students entering grades 3, 4 and 5 are to report to the gym. **For the safety of our students, parents will not be permitted to enter the school building;** therefore, we ask that all goodbyes, hugs and kisses, photographs and videos be done prior to students entering the building.

Lunch

Students are able to buy lunch, milk, ice cream and/or healthy snacks in our cafeteria. Younger and new students are encouraged to bring lunch for the first few days or weeks of school until they become familiar with the cafeteria procedures. Information about breakfast/lunch prices and about the free and reduced breakfast/lunch program is provided on the district website, and the Food Service Department can be reached at (609) 538 – 9800, ext. 7106.

Bus Information

If your child rides a bus, his/her bus pass can be accessed through the Genesis Parent Portal; you must complete the five required forms before accessing bus information. If you need assistance with Genesis Parent Portal, contact Mrs. Sulton in the Lore Main Office at (609) 538 – 9800, ext. 6102. If you have a question about your child's assigned bus or bus stop, kindly contact the Transportation Department at (609) 538 – 9800, ext. 7111.

Student Drop-off and Dismissal

Specific information regarding morning drop-off and afternoon dismissal can be found on the attached *In a Nutshell* handout. Here are a few reminders:

- The school doors open at 8:50 AM. Any student arriving after 9:10 AM must be escorted into the building by a parent/guardian and will be marked late/tardy.
- Dismissal begins at 3:40 PM. If your child's dismissal procedure is to change, please send a note or email.
- If an emergency arises and you need to change your child's dismissal procedure at the last minute, please make every effort to call the Main Office (ext. 6100) before 3:00 PM so we are able to update our dismissal rosters.
- If picking up your child by car, please wait in the walker/pick-up line in the side driveway, even if that line of cars extends onto Westwood Drive. For the safety of students and staff, do not drive past this line of idle cars. We do our very best to take attendance and dismiss students quickly, so your patience is greatly appreciated.

Extended Day Program (EDP)

Please note that our school day is from 8:50 AM – 3:40 PM. If you are in need of before or after school care for your child, contact Mrs. Michele Garrison, EDP Office, at (609) 538 – 9800, ext. 7179. EDP provides parents the opportunity to bring their children to Lore as early as 7:00 AM and remain until 6:00 PM. There is no supervision for children prior to 8:50 or after 3:40 unless your child is registered for EDP or you've made alternate arrangements for their care.

Breakfast Program

The Breakfast Program is available to students beginning at 8:15 AM; the cost is \$1.75 per day. Students can enter the building through Door #9, no earlier than 8:15 AM. Students will check-in and report to the cafeteria until they are dismissed to go to homeroom.

Reporting Student Absences

In the event that your child is going to be absent from school on any day throughout the school year, please call our 24-Hour Tele-Safe Line at (609) 538-9800, ext. 6100 to report the absence. Please send a note to school with your child when he/she returns, stating the reason for his/her absence. If you visited a doctor's office, a note from the doctor is appreciated.

Summer Reading and Math Assignments

Each student's Summer Reading Log and math packet are due on the first day of school and will not be accepted after Monday, September 9th. Remember, to see Principal Kawalek do something WILD AND CRAZY, be sure to complete your summer reading!

New Teachers and Changes in Staffing

Please join me in welcoming the following staff members, who are new to the Ewing Township Public Schools:

- Mrs. Becker – 5th Grade Teacher, working with Mrs. Ceballos
- Ms. Bennett – Media Specialist
- Ms. Carlini – Physical Therapist
- Mrs. Facey – Paraprofessional
- Ms. Farber – Food Services
- Ms. Leeper – 4th Grade Teacher
- Ms. Patten – Occupational Therapist
- Ms. Rush – Food Services

I would also like to welcome back Mr. Knott, who is returning to Lore as our School Security Officer.

If you have any questions or concerns, or if you ever need assistance, do not hesitate to contact me (ext. 6102) or Ms. Young (ext. 6106). Enjoy your remaining summer days, and I look forward to seeing you in September.

All the best,

Mrs. Kelly Kawalek

Kelly Kawalek
Principal

**Ewing Township Board Of Education
Administration Building
2099 Pennington Rd.
Ewing, New Jersey 08618**

BOARD OF EDUCATION MEMBERS

Mr. Anthony F. Messina	President
Ms. Lisa A. McConnell	Vice President
Mr. Carl Benedetti, Jr.	Member
Mr. Kenneth Bradley, Sr.	Member
Dr. Channing C. Conway	Member
Mrs. Deborah A. Delutis	Member
Mrs. Karen A. McKeon	Member
Mrs. Stephanie Staub	Member
Mr. Bruce J. White	Member

DISTRICT-WIDE PERSONNEL

Mr. Michael Nitti	x1102	Superintendent of Schools
Dr. Danita Ishibashi	x1402	Assistant Superintendent
Mr. Harry Louth	x7176	Director of Operations, Special Services and Grant Management
Mr. Dennis Nettleton	x1302	School Business Administrator/Board Secretary
Dr. Karen Allen	x2122	Director of Guidance and Assessment
Mrs. Michelle Conway Instruction	x3153	Assistant Principal, PreK-5 Curriculum &
Mr. George Cahill	x7181	Residency & Attendance Officer
Ms. Irene Presutti	x7111	Supervisor of Transportation
Mr. Tony Brunell	x7102	Supervisor of Buildings and Grounds
Ms. Alyssa Pernice	x7106	Food Services and Dietician
Ms. Michele Garrison	x7179	Extended Day Program (EDP)

DISTRICT SUPERVISORS

Mr. David Hauserman	x3703	Special Education, Grades 6-Post-Secondary
Ms. Maria Pestos	x4131	Special Education, Grades Pre-K-5
Mr. Brock Mislán	x2160	Social Studies and Humanities, K-12
Ms. Sara Graja	x2156	English Language Arts & English as a Second Language, K-12
Mr. Ernest Covington	x2126	H&PE/Athletic Director, K-12
Mr. Don Whalers	x3148	Science, Technology, Engineering and Math, K-12

**All district policies/regulations, school calendars, and
important announcements are posted on the district website.**

LORE SCHOOL FACULTY AND STAFF 2019 - 2020

Mrs. Kelly Kawalek, Principal

Main Office:

Ms. Kerry Young	Dean of Students	Ms. Nikima Stewart	Counselor
Mrs. Brenda O'Callaghan	Secretary	Mrs. Elizabeth Sulton	Secretary
Ms. Shari Barkin	Psychologist	Miss Stacy Labissiere	Security Monitor
Mrs. Casey Dashnow	Social Worker	Mr. Moses Knott	Security Coordinator

Health Office:

Ms. Judy Craig	Nurse	Ms. Christine Sobey (PT)	Health Office Secretary
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Pre-K & Kindergarten:

	<u>Room</u>	<u>Special Subjects</u>	<u>Room</u>
Ms. Stephanie Mamo (Pre-K)	1	Mrs. Sharon Sharlin	ACE/AIM 96
Mrs. Kimberly Ritter-Mack	2	Ms. Eileen Conte	Art 82
Mrs. Michelle Terinoni	3	Ms. Stacey Hughes	Computer 56
Mrs. Cynthia Campbell	4	Ms. Jill Bennett	Library 79
Ms. Kelly Pickard (Dev. K)	5	Ms. Caitlin Miner	Music (Vocal) 84
Mrs. Holly Savoy	6	Mr. Jason Price	Music (Instrumental) 85

Grade 1

Miss Keely Burns		7	Ms. Lisa Carlini	Physical Therapist	81
Ms. Alison Price		8	Ms. Rebecca Patten	Occupational Therapist	81
Mrs. Angela Capozzoli		9	Mrs. Doreen Romanchuk	Physical Education 1	Gym
Mrs. Jennifer Hoh	Incl	10	Miss Tracy Radler	Physical Education 2	Gym
Mrs. Diana Mocarski	Incl	10	Ms. Ashley Mellios	Speech	81
			Mrs. Mary Susan Youse	Speech	80
			Mrs. Fernanda Vieira	ESL	76

Grade 2

Mrs. Robin Schiavoni		15	<u>Coaches</u>		
Mrs. Jacqueline Duncan		16	Mrs. Marna Lampe	Math Coach Gr. K-5	Christine Meekins Language Arts
Mrs. Karen Schreier		17	<u>District Supervisor</u>		
Mr. Josh Dorris		18	Ms. Sara Graja	Language Arts/Literacy	Mr. Don Wahlers STEM
Mrs. Lydia Goldberg		95	<u>EIS Teachers</u>		

Grade 3

Mrs. Victoria Pschar		12	Mrs. Marjori Carroll	(Language Arts)	
Mrs. Emily Flynn		14	Mrs. Janean Neilson	(Language Arts)	
Mrs. Susan Townson		92	Mrs. Betty Ann Kaczorowski	(Math)	
Mrs. Yvonne Russoniello-Colt		93	Mrs. Traci Lambert	(Math)	
Mrs. Jeannine Mortimer		94	<u>School Paraprofessionals & Special Ed Aides</u>		
Mrs. Lydia Goldberg		95	Mrs. Staci Bolton	(KM) School Paraprofessional	

Grade 4

Mr. Marc Petchel		73	Mrs. Shawn Facey	(KT) School Paraprofessional
Ms. Patricia Yeboah		74	Ms. Marcia Mickolas	(KC) School Paraprofessional
Ms. Sara Leeper		86	Mrs. Shannon Muntone	(KS) School Paraprofessional
Mrs. Brenda Hanuschik		87	Mrs. Amanda Anzman	(PK) Pre-K Paraprofessional
Mrs. Jill Piotrowski		89	Mrs. AmyJo Kucker	(Goldberg) Special Education Aide
			Mrs. Roomana Khan	(Piotrowski) Special Education Aide
			Mrs. Kim Munley	(Pickard) Special Education Aide
			Mrs. Susan Soden	(Amantea) Special Education Aide

Grade 5

Mrs. Lori Cavallo		69	<u>Custodial Staff</u>		
Mrs. Jennifer Thompson		70	Mr. Ryan O'Connor/Lead Custodian	Mr. Philip Miele	
Mr. William Strain		71	Mr. Arthur Chapman	Mr. Michael Derry	
Mrs. Ceballos/Becker	Incl	72	Ms. Julette McIndoe-Foote	Mr. Ernest Williams	
Mrs. Lorrie Lombardi	Incl	72	<u>Cafeteria Staff</u>		
Ms. Katherine Amantea		75	Mrs. Kristen Yates/Manager	Mrs. Dorothy Franks	
			Ms. Bonnie Farber	Ms. Camille Rush	



Lore School in a Nutshell

<https://www.ewing.k12.nj.us>

MAIN OFFICE: (609) 538-9800, ext. 6100

NURSE: (609) 538-9800, ext. 6125

Morning Drop-off Options:

- 7:00 AM – Morning Extended Day Program (EDP) Begins (must be registered)
 - Park your car and walk your child into the building using Door 9 (side of the building).
 - Your child must be registered for EDP. See registration information on the reverse side of this sheet.
- 8:15 AM – Breakfast Program Begins
 - Park your car and walk your child into the building using Door 9 (side of the building).
 - Any child can take advantage of this Breakfast Program, but he/she must purchase breakfast. A student who receives free/reduced lunch will qualify for free/reduced breakfast as well.
- 8:50 – 9:10 AM – Morning Drop-off
 - Pull into the first driveway and drive to Door 11, where your child will be greeted by a staff member.
 - There is no supervision prior to 8:50 AM, so please remain with your child until a teacher arrives.
- After 9:10, you must park your car and walk your child into the Main Entrance (Door 1). At this time, a student is considered tardy.

Tardy or Late to School:

- 8:50 – The bell rings and students are welcomed by Lore School staff.
- 9:10 – Students must be escorted into the building by a parent/guardian. At 9:10, a student is considered tardy.

Early Pick-up from School: Only a parent-authorized contact may pick up student (photo ID required).

Afternoon Dismissal Procedures (3:40 PM):

- Bus Dismissal
 - Students will be dismissed to their buses as each bus arrives in the front driveway.
 - A parent note is required if a student is assigned to a bus but will not be riding the bus on a particular day.
- Walker Pick-up
 - Place the pink or green NAME SIGN on your dashboard as you approach Lore School. If you have not received your NAME SIGN, please contact the Main Office at (609) 538-9800, ext. 6100.
 - Please be prepared to show photo ID when picking a child up from Lore School. While this may be inconvenient, it is for your child's safety, so we thank you for understanding.
 - Enter the first driveway and proceed to the back of the building. You are to remain in your car; your child will be waiting for you with a dismissal teacher at Door 11.
 - If the line of cars extends onto Westwood Drive, we ask that you wait patiently and proceed into the parking lot once the line moves forward. Please do not drive past this line of cars, as it creates a safety concern for students and staff at dismissal.
 - If you park on a side street and walk to Door 11, please use the sidewalks to ensure student safety.

Changes to Dismissal Procedures:

- If there is a change in your child's dismissal plan for the day, you **MUST** provide a note, an email or call the main office **BEFORE 3:00 PM. A note or email is preferred and is greatly appreciated.**
- Please make every effort to contact the Main Office at ext. 6100 **BEFORE 3:00 PM** for any dismissal changes.

Absences: Call (609) 538-9800, ext. 6100 to report an absence by 9:15 AM. Please also send a note to school with your child when he/she returns, stating the reason for his/her absence. If you visited a doctor's office, a note from the doctor is appreciated, as this will "excuse" the absence.

Instant Alert: <https://www.instantalert.honeywell.com>

Parents are responsible for updating Instant Alert contact information and message settings.

Extended Day Program (EDP): To register your child or for additional information, contact Michele Garrison at (609) 538-9800, ext. 7179 or visit our website under Ewing Public Schools < District Information < Extended Day Program.

Emergency Closing: You will receive an Instant Alert. Please keep your Instant Alert information updated.

Delayed Opening: You will receive an Instant Alert, and the district and school websites will be updated. School will start at 10:30 AM. Your bus will come 1½ hours (90 minutes) late.

Lunch Account:

- Review the status of your child’s account or add money online at <https://www.PaySchoolsCentral.com>
- Money sent in to school must be in an envelope with the student’s first and last name, his/her teacher’s name, and the words “Lunch Money” written on the envelope.
- If your child forgets his/her lunch money, only a complete lunch may be charged (no snacks), and money charged to his/her account must be repaid the next day.

Birthday Treats:

- Bite size items only; no balloons or gifts; no “mini-parties”
- Items are to be left in the Main Office for teacher pick-up.
- If your child is in a “Peanut Free” classroom, please send appropriate snacks including pretzels, popcorn, cheese snacks, fruit, peanut-free cookies or crackers, fruit snacks or gummies, or “School Safe Baked Goods” purchased at a local supermarket.

Lost & Found: Located in the cafeteria. Please label all clothing and other items with your child’s name.

Medicine at School: Call Nurse Craig at ext. 6125 for information and forms or go to the Lore School Website < Parents and Students < School Health Office.

Homework Hotline: Some teachers share homework in a weekly homework folder, others use the Lore School agenda book, and some use Google Classroom. Each teacher will share his/her homework expectations at Back to School Night in September. As always, please contact your child’s teacher directly by phone or email with questions or concerns.

Weekly Bulletin: Posted on website under Lore School < Site Shortcuts < Bulletin.

Monthly Calendar: Posted on the district website under Lore < Upcoming Events.

Code of Conduct: Please refer to the district website for the Elementary Behavior Guide (District Regulation 5600.1). You can access the Behavior Guide on the district website < Board of Education < Board Policies and Regulations < Search Regulations < type “Elementary Behavior Guide” < choose Regulation 5600.1

For further details, go to the district website (<https://www.ewing.k12.nj.us>) < Lore School < Site Shortcuts < Lore Virtual Backpack. This information is updated daily.

ATTENDANCE- ABSENCES AND TARDIES

Please read the District Attendance Policy available on the district website. All absences must be followed by a written note from a parent/guardian or doctor to school within 10 days stating the reason for the absence.

Tardiness is tracked, and letters sent to parents when students are excessively tardy. Classes begin at 9:00 a.m., so a student is marked "tardy" after 9:10 AM. Lateness is not excused unless a doctor's note is provided or principal permission was provided prior to the tardy. A phone call to 538-9800, ext. 6100 must be received by 9:15 a.m. to notify us that your child will not be attending school or will be arriving late. Attendance and tardy regulations may be viewed on the district website.

STUDENT CONDUCT AND DISCIPLINE (5500)

Lore School fosters a learning environment of mutual respect and cooperation. With the help of teachers and parents/guardians, children will assume responsibilities for contributing to a safe and secure school.

For learning to take place, children are expected to regularly attend school and put forth their best efforts with their daily classroom activities. Our goal is to provide an environment in which children grow academically, socially, emotionally and culturally. Therefore, no child will be permitted to interfere with the education of other children.

SCHOOL RULES

The following behaviors will be cause for disciplinary action:

- 1. Inappropriate behaviors (e.g., pushing, name-calling, teasing, talking back, obscene language or attire)**
- 2. Cheating, lying or stealing**
- 3. Insubordination**
- 4. Fighting**
- 5. Hitting a non-retaliating student**
- 6. Threatening staff or students**
- 7. Vandalism**
- 8. Leaving school grounds without permission**
- 9. Use or distribution of drugs , tobacco and/or alcohol**
- 10. Possession or use of weapons or dangerous instruments**
- 11. Bullying (in accordance with new state legislation Sept. 2011 – details on district website)**

Grade 4 and 5 students have a Code of Conduct adopted by our Board of Education in January 2012. Please review this on the district website.

Our Dean of Students, Ms. Kerry Young, addresses matters related to student behaviors and bus related matters (ext. 6106). In addition, she also serves as the Anti-Bullying Coordinator.

In accordance with district policy, student participation with drugs, alcohol and/or gangs is strictly prohibited. Any one or more of the following consequences may occur for demonstrating the above behaviors:

**Teacher/student conference
Parent/guardian notification
Parent/teacher/student conference with possible counselor intervention
Suspension of privileges
Detention
Referral to Principal or Dean of Students
School Suspension/Expulsion**

DRESS AND GROOMING (5511)

Children may not wear clothing or engage in grooming practices that present a health or safety hazard to individual pupils or to others; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; or prevent the pupil from achieving his or her own educational objectives because of blocked vision or restricted movement. The building principal shall determine whether the dress grooming of pupils falls within these guidelines.

At all times, it is required that children dress appropriately. Shorts which are of appropriate length will be permitted during warm weather. The belt area of pants must be worn at the waist. The following clothing not be worn to school: cutoffs, short shorts, tank tops with spaghetti straps, tube tops, half skirts, sheer or see through clothing and flip-flops. Hats and sunglasses may not be worn in school (except for medical reasons.) Also, clogs, pumps, high heels and shoes that provide no flexibility are unsafe for elementary children. Students should wear sneakers on days when they have physical education classes.

Awareness of Policies: A complete list of Ewing Township Board of Education policies can be accessed at our web site: www.ewing.k12.nj.us/Welcome.html.

BIRTHDAY TREATS

We urge you to donate a book to our Lore Library in lieu of birthday treats. However, if you wish to provide a snack during the usual snack time in the classroom (not during lunch time in the cafeteria) please deliver it to our main office and provide napkins/plates, if necessary. Mini-parties are not allowed. Treats are to be left at the main office for pick up at a time convenient for the teacher. **Only pre-cut or bite-sized items are acceptable.**

BUS PROCEDURES

Children are due at assigned stops 10 minutes before the arrival time stated on the bus pass. Buses may arrive at the stop up to ten minutes early or late depending on traffic. Drivers do not wait for children who are not at the stop, nor can they pick up/drop off at authorized stops. We ask for your patience as it takes time to develop a consistent bus schedule. This should occur within 2-3 weeks after school begins. Students are assigned seats on their bus by the end of September. If you have questions about the location/time of the designated stop, call **Transportation at 538-9800, ext. 7111.**

Riding the bus is a privilege, and misbehavior will result in suspension or dismissal from the bus, with transportation provided by parents. Bus activity is videotaped and checked to monitor student behavior. **Switching buses is not permitted at any time.** A written note is required when a student is not taking the bus home as usual. Verbal arrangements cause confusion to children and school staff. If a note or phone call is not received, your child will be sent home according to his or her usual routine regardless of any verbal only arrangement you have made with them. **If you forget to write a note, call as early in the day as possible.**

DISTRICT AND LORE SCHOOL CALENDARS/NEWS

News and important events are posted on the district and Lore School websites and are updated daily/as needed. Please read them carefully. Advance events are also posted on the extended calendar. **We depend on you to familiarize yourself with the calendar information.** An Instant Alert may be sent if circumstances require, at the discretion of the administration.

CHANGE OF PHONE NUMBERS/ADDRESS

Notify the main office of changes in your home/work/cell phone numbers promptly. In the event of an emergency, this information is invaluable and must be kept current. Also remember to **update your Instant Alert** information, which is different than our Genesis Student Database. Central Registration at ext. 7181 must be notified of any change of address with proof of residency provided before new transportation arrangements can be made. Addresses cannot be changed at the school level.

CONFERENCES/ REPORT CARD PERIODS

Report cards will be available through Genesis Parent Portal on the following dates:

November 27, 2019

February 7, 2020

April 24, 2020

June 18, 2020

Formal parent/teacher conferences will be held this year **October 17th, October 23rd, and November 25th and 26th.** You will receive further information regarding conference scheduling at a later date. **If you feel that there is an immediate problem, contact the teacher/staff via phone or email.** Additional conferences on

February 26, 2020, can be requested on an as need basis by parent or teacher. **Parent Notification slips** and other official communications are sent home periodically by teachers to inform you of any difficulties or good news regarding your child. Please review, sign and return Parent Notification slips to school promptly.

COUNSELOR

Counseling services, part of the Ewing Township Student Assistance Program, are available. Mrs. Nikima Stewart is the Elementary Counselor for Lore School students. She can be reached at ext. 6110.

Elementary counselors may work with children in a variety of settings designed to assist them in their ability to cope with everyday pressures, make healthy choices for their lives, resolve conflicts that arise in relating to others and help in developing the social skills necessary to live productive, happy lives.

Individuals and small groups may discuss such topics as drug and alcohol abuse, values clarification, self-concept, decision making and coping strategies. Our counselor may teach whole group lessons on occasion, as needed.

If you have any questions regarding the counseling program, or if you do not want your child to participate, please contact the counselor at ext. 6110.

EXTENDED DAY PROGRAM

The Extended Day Program is a before and after school child care program from 7:00 a.m. until 6:00 p.m. each day. Details are available from the **Extended Day Program Office at 538-9800 ext. 7179. Students must attend EDP on days when they are scheduled to attend** unless they are signed out early by an authorized adult in the main office or security desk (no walker/pick up or bus).

FIELD TRIPS

Teachers select chaperones for field trips and confirm arrangements with them. Please let the teacher know if you would like to be considered as a chaperone. **Parents are assessed a fee for their child's transportation and admission to the venue, also for themselves if they are a chaperone.**

FOOD SERVICES

Lunch/Breakfast menus can be viewed on the school website. Complete lunches only may be charged to a lunch account (no seconds, ice cream or snacks) but must be repaid the next day. **Please keep sufficient funds in your child's account** to avoid "over charge" notices.

The website <https://www.PaySchoolsCentral.com> can be used to transfer funds from your checking account or by using your credit card, or simply to check your child's account balance and receive e-mail alerts. Parents set up an on-line account with the student ID number and a credit card number. If you do not know your child's ID number, you can contact the Food Service Office or the Lore Main Office.

Recess/Lunch Periods (20 minutes to eat and 20 minutes for recess):

Grade K-1:05-1:45	Grade 1 - 12:45-1:25
Grade 2- 11:00-11:40	Grade 3 - 11:50-12:30
Grade 4- 11:25-12:05	Grade 5 - 12:20-1:00

Breakfast is served from 8:15 a.m. until 8:50 a.m. every day.

Prices: Breakfast \$1.75	Student Hot Lunch \$2.85	Reduced Price - Breakfast \$.30
Milk/Juice \$.60	Adult Breakfast \$2.35	Reduced Price - Lunch \$.40
	Adult Lunch \$3.95	Ice Cream/Snacks \$.70-\$2.00

When sending money with your child for his/her lunch account, it is to be in an envelope labeled lunch account with his/her first and last name, teacher and grade. Found monies can only be returned if labeled correctly.

"FORGETFULNESS"

Responsibility is a major focus in the educational process. Children learn independence by being responsible for items they are capable of remembering. Therefore, children may not use school phones to request delivery of forgotten sneakers, homework, etc.

HOMEWORK

Homework is a meaningful way to provide reinforcement of skills that are introduced by the teacher in school and an excellent source for parent understanding of how a child is functioning in school. We ask total cooperation in seeing that all homework is completed and handed in as required. Typical homework involves core book reading, math, spelling, long-term projects, etc.

<u>GRADE</u>	<u>RECOMMENDED RANGE OF TIME FOR HOMEWORK ASSIGNMENTS</u>	
Kdg.	15-30 min/day	3rd Gr. 45-60 min/day
1st Gr.	30-45 min/day	4th Gr. 60-75 min/day
2nd Gr.	30-45 min/day	5th Gr. 60-75 min/day

Homework may be communicated to parents/guardians through the classroom teacher's voicemail, website or Google Classroom site, or student agenda book.

We would appreciate your cooperation in requesting school work **only for consecutive multiple absences**. The work must be picked up **at the end of the day** rather than during the school day.

INSURANCE

Accident insurance is not provided by the school district for a student. Information regarding purchase of an insurance policy is available on our district website and is available throughout the school year. Please note that broken glasses, lost articles, medical deductibles are not covered by the school district.

INTERVENTION & REFERRAL SERVICES

The I&RS Team includes:

School Counselor	Principal
Dean of Students	Learning Consultant or School Psychologist
Referring Teacher	Parent/Guardian

The purpose of this team is to review individual student progress and offer strategies for success. This review process precedes Special Services/Child Study Team testing. Referral to Special Services is done in compliance with all existing laws and procedures. Our guidance counselor, Mrs. Nikima Stewart, is the coordinator of I&RS.

LOST AND FOUND

Please label your child's clothing with their name for easy identification and return. The lost and found area is in the cafeteria. We periodically donate unclaimed items to charity.

INSTANT ALERT

Instant Alert is a quick way to communicate with students, parents/guardians and employees with emergency announcements and how to respond properly. It is also used for less urgent announcements. On the Instant Alert website, parents/guardians can choose which categories/levels of importance announcements they wish to receive and add additional forms of communication (email/cell/voicemail/text) as well as additional contacts. **Parents are responsible for keeping all information updated via the website.** Information given to Instant Alert is confidential and not shared with outside vendors. **Further details and a link to Instant Alert can be found on the district website.**

MEDICATION ADMINISTRATION TO STUDENTS BY SCHOOL NURSE

Pupils are discouraged from bringing medicine to school. If a family physician advises that the health of a child is such that he/she could and should attend school and must have medicine administered during school hours, **a written notification is required from the private physician on a form provided by the school.** The form may be obtained from the school nurse. **The completed form, with the medication in a prescription bottle and labeled with the name, date and contents must be presented to the school nurse before the nurse can administer the medication to the child. The medication form is to be signed by the parent as well as the child's physician.** Please contact the school nurse to request the form for your doctor. **If you have further questions, please call our nurse, Ms. Judy Craig, at 538-9800-ext. 6125.**

SCHOOL SESSIONS - FULL / SINGLE SESSION / DELAYED OPENING / EARLY CLOSING

Classroom instruction begins promptly at 9:00 A.M., and students are considered late after 9:10 A.M.

It is important that students arrive on time. The bell for school entrance is at **8:50 a.m.** **No outside supervision for students is provided previous until that time.**

The only students allowed into the building before 8:50 A.M. are those enrolled in the Extended Day Program or those buying breakfast at the Breakfast Program. **Dismissal is at 3:40 p.m.**

Single sessions: (1:40 pm) are noted on the district and **monthly school calendars which are posted on the website.** **The only exceptions are the last 3 days of school when dismissal is at 1:10;** we do not have a dedicated lunch time on those day but healthy snacks are allowed.

Emergency closing: If school is **cancelled** for any unexpected reason, it is announced on the greeting message of the **main district phone number (538-9800), an Instant Alert is sent** and an announcement is made on local radio and television stations. **If no announcement is heard on the district (538-9800) greeting, school will be in session according to the normal schedule.**

Delayed opening: **If there is a delayed opening, elementary schools will open at 10:30 a.m.,** 90 minutes (1 ½ hours) after normal starting time. An announcement is made in the same manner as an emergency closing. Please remember the following in the event of a delayed opening:

Children may not be dropped off early, doors open at 10:25 a.m.

School bus pick up times will be 1½ hours later than usual (90 minutes).

Lunches will be served in all schools and schedules will be adjusted by the principal.

All schools will be dismissed at the regular time, unless otherwise announced.

There is no morning EDP when there is a delayed opening

SECURITY RULES

- 1. Always report to the security desk or main office when visiting school.**
- 2. Teachers may not be interrupted by parents, guardians, or visitors while teaching. Leave any lunch, money, clothing, etc. at the main office. It will be delivered for you.**
- 3. At dismissal, wait outside of the building to avoid hallway congestion.**
- 4. Children must be signed out by a parent or authorized person, in the office or at the security desk.**
- 5. Board policy establishes rules for classroom visits; please contact the district website for information on policies and regulations.**

SPECIAL SUBJECT PROGRAMS

Special Subjects will not occur on the same day of each week due to the new six day rotation schedule implemented this year.

Art

K-5th - one 45 minute period weekly

Computer

K-5th - one 45 minute period weekly

Instrumental Music

4th-5th - one 40 minute period weekly

Physical Education

K-5th - two 45 minute periods weekly

Vocal Music

K-5th - one 45 minute period weekly

Library

4th-5th - one 45 minute choir period

Academic Class Enrichment (ACE)

3rd-5th - 2 hours per week

Achievement in Mathematics (AIM)

3rd-5th - one 60 minute period per day

Library

K-5th - one 45 minute weekly and for book exchange

Speech, Physical Therapy, and Occupational Therapy:

Individual and small groups scheduled as needed and prescribed.

STUDENT RELEASE TO NON-PARENT/GUARDIAN/EARLY PICK UP

If your child will be picked up by someone other than a parent/guardian or a person listed in Genesis Parent Portal, we must have prior authorization from you. A note or early phone call must be received stating their identity. If this occurs on a continuing basis, please add them as an authorized contact person within Genesis. Notification regarding any last minute change of plans must be received as early in the day as possible to avoid confusion to your child as well as to the school staff. **Children must be signed in/out by the parent or designated contact person in the main office or at the security desk.**

TEL-SAFE PROGRAM

All absences are verified to ensure the safety of your child. **If your child will be absent or arriving late, you MUST call the Main Office at 538-9800, ext. 6100, by 9:00 A.M. If a phone call is not received, you will be called at home or work to verify the absence, so please remember to call. A written note is still required when the child returns to school even if you have called.**

The Ewing Public Schools **Who to Contact...**

On occasion, a parent may have a concern, complaint, suggestion or request related to a school decision or policy. Many questions are easily and completely answered by communicating directly with the person in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken, with appeals moving on to the next level in the chain of command.

General information (School/Board calendar, policies/regulations, employee contact information, individual schools websites, etc.) is always available for you at our website: www.ewing.k12.nj.us. Our main phone number is 609-538-9800.

Matters Related to Curriculum and Instruction:

Guidance/Counseling and Testing: Dr. Karen Allen, ext. 2121
K-12 English Language Arts and ESL: Ms. Sara Graja, ext. 2156
K-12 Social Studies, World Language, Music, Art: Mr. Brock Mislan, ext. 2152
S.T.E.M. (Science, Technology, Engineering, Math): Mr. Don Wahlers, ext. 3148
Special Education Programs
PK-5 Programs: Ms. Maria Petsos, ext. 4154
Grade 6 – Age 21: Mr. Dave Hauserman, ext. 3701
Health & Physical Education: Mr. Ernest Covington, ext. 2126
Assistant Principal PreK-5 Curriculum and Instruction: Michelle Conway, ext. 3153

Lore Elementary School :

Dean of Students: Kerry Young, ext. 6103
Principal: Kelly Kawalek, ext. 6102

On matters involving school operations:

Food Services: Alyssa Pernice, ext. 7106
Transportation: Irene Presutti, ext. 7111
Buildings and Grounds: Tony Brunell, ext. 7102
Registration/Residency: George Cahill, ext. 7180
Extended Day Program: Michele Garrison, ext. 7179
School Business Administrator/Board Secretary: Mr. Dennis Nettleton, ext. 1302

Anti-Bullying/HIB Concerns

Contact Building Level Anti-Bullying Specialist
District HIB Coordinator: Dr. Karen Allen, ext. 2121

To resolve all matters only after you have followed the levels outlined above:

Assistant Superintendent: Dr. Danita Ishibashi, ext. 1402
Superintendent: Mr. Michael Nitti, ext. 1102