

Copper Hill School *Cougars*

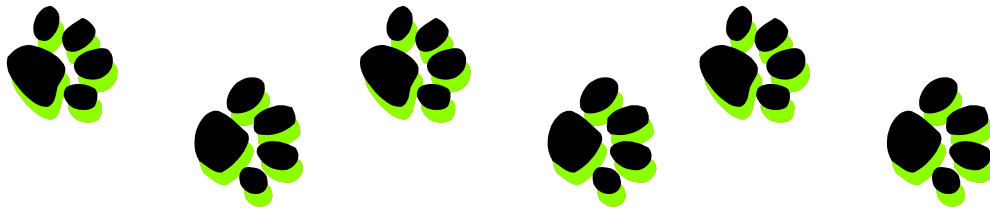


2019-2020
Parent Handbook

COPPER HILL MISSION STATEMENT

At Copper Hill School our mission is to help every student achieve their own social, emotional and academic potential by:

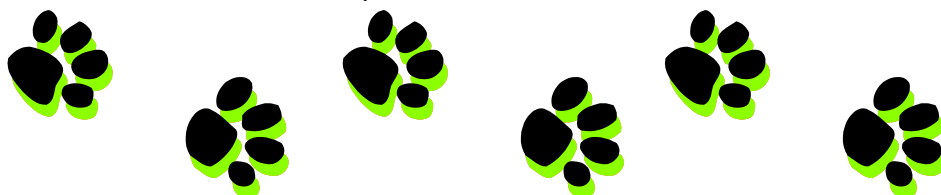
- Collaborating with all members of our school community and maintaining active partnerships with families
- Engaging in self-reflection of instructional practices in order to effectively educate our students
- Creating and maintaining personal connections with our students
- Instilling and modeling strong character traits such as: conscientiousness, curiosity, compassion, integrity, courage and tenacity



COPPER HILL STUDENT BELIEF STATEMENTS

I believe that:

- Every person matters
- My actions and words affect the lives of others
- Learning occurs through hard work
- Mistakes are a part of growing and provide an opportunity to learn
- I can make a difference through positive choices



Dear Copper Hill Parents,

There is nothing more important than the safety of our children. The following is a reminder of the rules and procedures at Copper Hill School. Although some routines may cause a minor inconvenience, these procedures are in place for the safety and well-being of our children.

Your cooperation is appreciated.

Student Arrival Procedures

Students Being Dropped Off:

- Staff supervision of children begins at 8:45 AM. Please do not drop off children earlier than this.
- School personnel supervise the student drop off area in the parking lot in front of the gym beginning at 8:45AM. Students must exit the vehicle by the passenger side door. Please refer to the diagram attached for specifics regarding our drop off location.
- Parents wishing to walk their children to the front door of the building should park their cars and walk their children to the main doors no earlier than 8:45 AM.
- If your child arrives at school after 8:55 AM, a parent/guardian must escort him/her to the front office to sign the child in.

Students Arriving by Bus:

- Parents - please review with your child our expectations for behavior at the bus stop and while riding the bus.

Student Dismissal Procedures

Students Departing by Bus:

- Bus dismissal is conducted from 3:25 – 3:45 daily.

YMCA Aftercare Program

- YMCA aftercare participants are dismissed to the cafeteria at 3:25 daily.

Students Being Picked Up:

- When planning to pick up your child, or if your child will be picked up by another adult, it is essential that we receive a note indicating this. Please remind your child to give the note to his/her teacher in the morning.
- Students who are picked up for appointments during the day need to have a note written to the teacher with the time of pick up. Your child(ren) will be called from class once you have arrived.
- At 3:25 daily, student sign-out is conducted in the front entrance. Parents picking up students are asked to form a line on the left side of the front portico, outside of the building.
- The right side of the portico must be kept clear so that students who ride school vans may exit the building.
- Staff members will supervise children as they arrive in the front lobby so as to expedite the process of matching parent with child.

IMPORTANT COPPER HILL INFORMATION

- We recommend labeling your child's personal belongings, such as lunchboxes, glasses and jackets, as many look similar. We have a general Lost and Found cabinet in the main office. There is also a Lost and Found bin in the cafeteria for lunchboxes and jackets left on the playground. If your child has lost something, he/she may check in these places. Parents are welcome to come look as well. We discourage bringing toys and /or valuable possessions from home so that they are not lost or misplaced in school.
- Elementary schools in the FRSD will continue to follow a 6 day related arts schedule. In the event of an unplanned school closing, the day missed will be skipped and the students would return on the next preplanned day.
- If you are planning to move out of the district, please notify your child's teacher and the school office in advance, so that they may prepare your child's records for the new school.

Student Absence or Tardiness

If your child will be absent or tardy for any reason, please call our Attendance Line number 908-284-7665, option #1. Please leave your child's name, teacher and reason for absence or lateness. Please forward a note to your child's teacher when he/she returns to school. **All notes need to include your child's full name and grade.**

Highlights of the district's attendance policy include:

- Students in grades K-4 will be marked tardy when arriving to school between 8:55 am and 10:59 am and as an early dismissal when leaving school between 1:30 pm and 3:25 pm.
- 3 tardy days and/or early dismissal days will be equivalent to 1 day absent.
- Absences and/or early dismissals for illness, doctor's visits, religious holidays, etc. are excused absences. A note is required upon the students return to school.
- Absences and/or early dismissals for after-school activities, family vacations, etc. are unexcused absences.

In addition, listed below are further procedures regarding numbers of absences:

- Once a student has accumulated 10 days absent, a letter will be sent home.
- Once a student has accumulated 15 days absent, a second letter will be sent home.
- Once a student has accumulated 20 days absent, a letter will be sent home explaining that the student risks retention at his/her grade level.
- Once a student has accumulated 30 days absent, the student shall be retained unless extenuating circumstances exist.

School Hours

Grades K-4 Elementary Schools:

Regular Day:

Grades K-4	8:55 a.m.-3:35 p.m.
Integrated Preschool - Age 3, Half Day	8:55-11:30 a.m.
Integrated Preschool - Age 4, Full Day	8:55 a.m.-2 p.m.
Project Happy - Age 3, A.M. Session	8:55-11:30 a.m.
Project Happy - Age 3, P.M. Session	11:30 a.m.-2 p.m.
Project Happy - Age 4, Full Day	8:55 a.m.-2 p.m.

Scheduled Early Dismissal:

Grades K-4	8:55 a.m.-1:20 p.m.
Integrated Preschool - Age 3, Half Day	8:55-10:25 a.m.
Integrated Preschool - Age 4, Full Day	8:55 a.m.-12 p.m.
Project Happy - Age 3, A.M. Session	8:55-10:25 a.m.
Project Happy - Age 3, P.M. Session	10:25 a.m.-12 p.m.
Project Happy - Age 4, Full Day	8:55 a.m.-12 p.m.

Unscheduled Early Dismissal:

Grades K-4	8:55 a.m.-1:20 p.m.
Integrated Preschool - Age 3, Half Day	8:55-10:25 a.m.
Integrated Preschool - Age 4, Full Day	8:55 a.m.-12 p.m.
Project Happy - Age 3, A.M. Session	8:55-10:25 a.m.
Project Happy - Age 3, P.M. Session	cancelled
Project Happy - Age 4, Full Day	8:55 a.m.-12 p.m.

Delayed Opening:

Grades K-4	10:25 a.m.-3:35 p.m.
Integrated Preschool - Age 3, Half Day	cancelled
Integrated Preschool - Age 4, Full Day	10:25 a.m.-2 p.m.
Project Happy - Age 3, A.M. Session	cancelled
Project Happy - Age 3, P.M. Session	11:30-2 p.m.
Project Happy - Age 4, Full Day	10:25 a.m.-2 p.m.

Unscheduled Early Dismissals

When school is in session and must be closed early (1:10 PM) due to inclement weather or other emergency situations, parents will be notified by telephone via the School Messenger Communication System. This system enables the school to clearly communicate important messages to parents/guardians in a timely manner. The system will call each family using the numbers that have been provided to us as emergency contact information. **Therefore it is critical that the school have current contact information for all parents.** Cell phone numbers, in particular, tend to change frequently. Please help us maintain the effectiveness of these notification procedures by sending in a note whenever your home, work or cell phone number changes. Thank you.

****Please note: when school closes early due to inclement weather, the YMCA Aftercare program will be cancelled.**

Delayed Openings

When it is necessary to have a delayed opening (90 minutes) a message will be sent to you using the School Messenger Communication System. Additionally, the following radio stations will broadcast the emergency delayed opening information:

NJ101.5FM

WOR 710AM

WHWH 1350AM

This information can also be obtained using the Copper Hill voice mail system. Call (908) 284-7665, option #5.

Project Child Find

Flemington-Raritan School District is sponsoring a "Project Child Find" program which seeks to locate resident children ages 3 to 21 years old, who might have significant physical, cognitive, neurological, speech and language, medical needs or developmental delays of varying degrees of sensitivity, who are not currently receiving services. Proof of residency is required.

Flemington-Raritan offers free evaluations and programs that provide eligible children the services they need. Programs are also available to qualified children 3 – 5 years old. These programs are available to migrant and homeless children. Please call the Special Services Department at 284-7680.

Character Education

“Character Counts at Copper Hill”

Our district has identified monthly character traits that are infused into the curriculum and celebrated often throughout the year. Our students lead or assist with bi-monthly spirit assemblies that highlight student accomplishments and projects pertinent to these character traits.

September	Responsibility	February	Tolerance/Patience
October	Respect/Courtesy	March	Honesty/Fairness
November	Self-Esteem/Pride	April	Cooperation/Good Sportsmanship
December	Caring/Compassion	May	Loyalty/Citizenship
January	Diligence/Perseverance	June	Courage

Cougar School Spirit

Fostering a sense of school spirit within the school promotes a positive culture and nurtures a child’s pride and excitement in their school. At Copper Hill a variety of activities are scheduled throughout the year with this in mind. Our school staff organizes many activities and others are organized by our very supportive PTO. Please check the district’s calendar, our monthly school newsletter, and special notices that are sent home with your child to keep abreast of these events.

You will note that several days each month have been designated for specific activities within the school day. We encourage all staff and students to participate in these special activities. They are as follows:

One Friday each month is **GREEN & WHITE DAY**.....everyone is encouraged to wear green and white, or spirit wear clothing. Please check the district calendar for these specific dates.

Once a month we also have a **Crazy Cougar Day**. On these days staff and students dress in accordance with the designated theme; again fostering the sense of community within the building.

The staff and students of Copper Hill School will also be holding several **Food Panty Collections** throughout the year to demonstrate our character and serve as positive role models. Thank you in advance for your support of our important community service learning project. Information for each collection will be communicated via school newsletters and special notices sent home.

Volunteers & Visitors

We welcome classroom visitors and greatly value the assistance offered by our parent volunteers. You will receive information from our Parent Teacher Organization relevant to various activities and projects supported by our PTO. We encourage you to become involved in some way in the work of the PTO. This parent group plays a vital role in the success of our school, and the more people who are involved, the more we can offer for our children. A PTO newsletter will be published each month and will keep you up-to-date on activities and opportunities for your involvement.

Welkio Visitor Check-In System

In our continued effort to provide your children with a safe and secure learning environment, the Flemington-Raritan School District utilizes the Welkio program to check visitors into the building. This check-in system will require you enter your information and have a picture taken. Before leaving, you will be required to return to the office and check out. Each visitor will be asked to return their badge at the conclusion of their visit. Thank you very much for your cooperation and understanding, as this procedure aides us in maintaining a learning environment that is safe and secure for your children.



Lunch & Recess

We view lunch and recess as an important part of the overall school day. In order to make it a positive experience for our students, we have instituted specific procedures to allow the period to progress in a pleasant and orderly fashion.

- Students are escorted to the cafeteria by their classroom teachers daily.
- Homerooms are assigned to specific tables. Students whose doctor has requested allergen free seating will be sitting at a designated “safe” table.
- Cafeteria aides dismiss students to the playground in an orderly, class-by-class fashion.
- In addition to the swings and the play structure, students may also enjoy jump rope; kick ball, basketball, sidewalk chalk for drawing pictures, hopscotch or 4-square during recess.
- Please do not send electronic games or trading cards to school since these may get lost or damaged.
- During inclement weather, students will return to their classrooms for recess. Classroom teachers have clarified which games/activities students may enjoy during these times.
- Throughout lunch and recess, students are responsible for conducting themselves in a courteous and safe manner.
- Food may not be shared with other children.

Cafeteria Schedule

Preschool Lunch		Grade	Lunch	Recess	Ends
		1	11:00	11:20	11:40
11:00-11:30	Ms. Mastroianni & Mrs. Stillwell	K	11:30	11:50	12:10
11:35-12:05	Ms. Fillmore & Ms. Lehman	2	12:00	12:20	12:40
12:10-12:40	Ms. Buckley & Mrs. Corban	3	12:40	1:00	1:20
		4	1:05	1:25	1:45



Procedure for Purchasing Lunch

The district uses a computerized lunch purchasing system. Parents can deposit money into their child's account and students will withdraw from the account when purchasing food items in the cafeteria. Students no longer have to carry lunch money to school. If a student does not have lunch or money in their account, they may borrow and the system will keep track of the negative balance. **However, snacks may not be purchased if there is no money in the account.** It is expected that parents will discuss with their child(ren) the importance of eating a balanced lunch. Snack should only be purchased with parent permission. All students will have an account and a PIN number to access their account. Students may continue to use cash to pay for lunches, but will still have to input their PIN numbers at the point of purchase. It would be appreciated if all cash for lunch is in an envelope labeled with your child's name and PIN number. Your child can give this to their teacher in the morning and the money will be added to their account to expedite the purchasing of lunch during lunchtime.

Please help your child remember his/her PIN number prior to the start of school. Teachers will have these PIN numbers and will review the numbers with students prior to going to lunch. **If your child ever forgets his or her number, the number can be provided when your child reaches the cashier.**

You can find more information regarding lunch payment options by visiting the district's homepage for parents and accessing the Maschio's/Lunch tab of the webpage. You can visit www.payschoolscentral.com to make online payments. **Please make sure your child's full name and PIN number appears on any check sent in to school. Checks should be made out to Flemington-Raritan Board of Education.** If you wish to pre pay for *lunches only* (no ala carte), the prices are as follows:

Full lunch price = \$3.00

Reduced lunch price = \$0.40

Parents whose children have food allergies should frequently review the school menu with their child. Please notify the school nurse if your child has any food restrictions. Any questions regarding ingredients in the foods served should be directed to the Food Service Director.

Please contact the Food Service Director with any questions or concerns @ 908-284-7517

Clothing & Footwear Safety



Shoes that are not securely fitted (flip flops, etc.) pose a safety concern during recess because they can easily fall off. As such, please be aware that students will not be permitted to use the playground equipment or play kickball if they are wearing flip flops or other such footwear. During gym class, students must wear SNEAKERS in order to participate.

Though Copper Hill does not have a specific timeframe for when shorts can and cannot be worn, please keep in mind that when the weather is deemed to be too cold for shorts or short sleeves the administration will ask the students to stay inside if they do not have layers to put on.

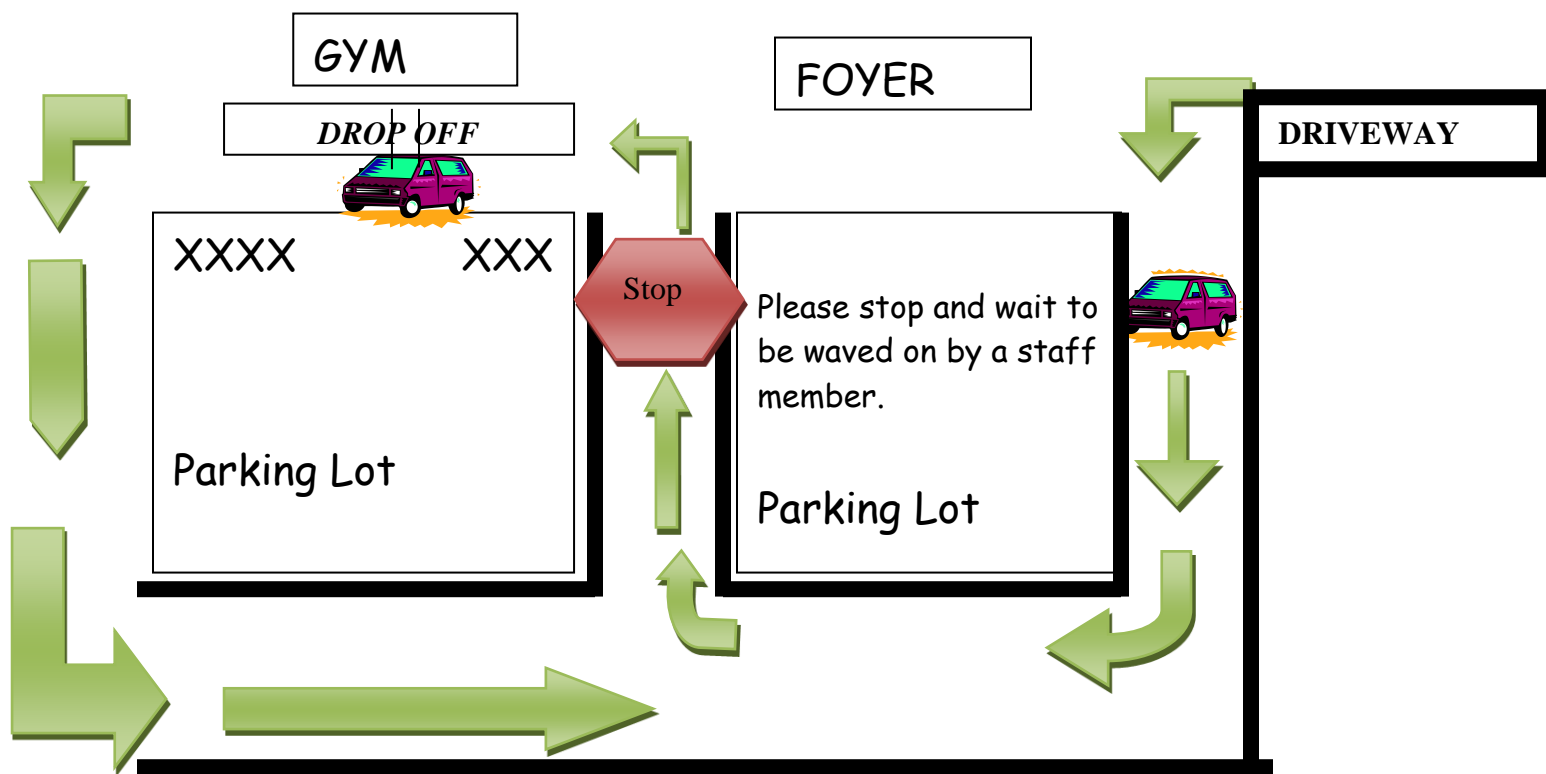
Also, please remove strings from jackets and sweatshirts as a safety precaution. Thank you for your cooperation.



Nutrition Breaks & Birthday Celebrations

In order to maintain a learning environment which is healthy and sensitive to our students with severe food allergies; the following practices are followed:

- Daily classroom snack and birthday parties may consist of a fruit, vegetable or dairy products.
- Food for grade level parties and special events will be at the discretion of the teacher, school nurse or building administration and will remain in line with the district's wellness policy (FRSD Policy 8505).
- Classroom teachers and the school nurse may suggest snack choices based on a food allergy specific to a classroom.
- Birthday treats must be pre-approved with the classroom teacher.
- At no time are students to share their snack with another student.



Above is the procedure for morning drop-off of students. Student drop-off begins at 8:45 am. Please wait at the stop sign (noted above), which will be posted in the driveway, until you are waved on by the staff member on duty. The stop sign has been strategically placed to allow the school vans to exit the parking lot at the appropriate time and not interfere with student drop-off. Cones will be placed in front of the Gym to indicate the area in which to pull up. When exiting the drop off area please be aware of buses that may still be entering the back parking lot or leaving the school. If you are dropping your child off after 8:55 am please park your car in the main parking lot and walk your child into the building and check-in with the main office. Thank you in advance for your cooperation and understanding.

