

HADDONFIELD ELEMENTARY SCHOOLS



PARENT AND STUDENT 2016-17 HANDBOOK

School Closing Information:
www.haddonfield.k12.nj.us

HADDONFIELD PUBLIC SCHOOLS
Haddonfield, NJ 08033

ELEMENTARY SCHOOLS

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SCHOOL HOURS

Kindergarten -- Central School, Elizabeth Haddon School and Tatem School

AM Session.....8:25 to 11:10 AM

PM Session.....12:15 to 3:00 PM

AM Half Day Session...(except first 2 days)8:25 to 10:55 AM

PM Half Day Session...(except first 2 days).....10:00 to 12:30 PM

Inclusive Pre School

AM Session8:45 to 11:15 AM

PM Session.....12:45 to 3:15 PM

First through Fifth Grade

Full Day Schedule.....8:25 to 3:00 PM

Half Day Schedule8:25 to 12:30 PM

Lunch is not served on half days.

Lunch:

Grades 1 & 211:50 to 12:40 PM

Grades 3, 4, & 511:50 to 12:40 PM

Beginning of School Day

The normal arrival time to school should be **five minutes** prior to the beginning of the school day. Students should wait quietly outside the correct entry door. **For safety reasons, it is imperative that children do not arrive early to school. Supervision of the outside of the building begins at 8:20 AM.**

On inclement weather days, the school doors will open at 8:20 A.M.

If a student arrives on school grounds prior to 8:20 and is not under the supervision of a parent or guardian, the student will be directed to the main office. If this becomes a recurring issue, the building principal will contact the parent/guardian to provide support in developing a consistent plan to ensure the safety of the student.

The district provides tuition based before school care program for all school-age students. Parents/Guardians must call 429-1603 to make arrangements for their child(ren) to participate in this program.

End of School Day

Students are expected to go directly home at the end of the school day and not return to play on the school grounds until after 3:30 PM. Most of the students should arrive at their destination within fifteen to twenty minutes of dismissal. If your child has not arrived home within the correct timeframe, please call your child's elementary school immediately.

No child will be kept after school more than five (5) minutes without the parent's permission. This permission will be obtained by a staff member either over the phone or through written correspondence.

If it is not the desire of a parent/guardian for a student to walk home unescorted, the parent/guardian is required to inform the main office of this in writing.

The district provides tuition based after school care program for all school-age students. Parents/Guardians must call 429-1603 to make arrangements for their child(ren) to participate in this program.

For insurance reasons, students may not return to the school playground until after 3:30 PM or one half hour after school closes.

Six Day Schedule

All of the Haddonfield District elementary schools and the Middle School follow a six day schedule. The six day schedule identifies each day by number, that is day 1, day 2, rather than by the day of the week name. The six day schedule is listed in the Community Calendar. All Haddonfield residents should have received this calendar prior to the start of the school year.

Lunch Time

Students may eat their lunch either in the cafeteria or at home. For safety reasons, the school must be informed, either by phone or in writing, when your child will be going home for lunch. Students who go home for lunch must leave the school grounds immediately at lunch/recess dismissal; otherwise, children are to remain at school for lunch. Students are not permitted to go to downtown Haddonfield unless accompanied by a parent.

Lunch may either be brought to school or students may purchase a lunch at school. The lunch menus can be found on the school websites.

The cost of an elementary student lunch is **\$3.00**

Checks should be made payable to Haddonfield Board of Education. Online payment is available at www.schoolpaymentportal.com

The price of milk is **\$.60**

Students may also buy a snack after the main lunch. Snacks cost between **\$.50-\$1.00**.

Either before or after eating lunch, students are given an opportunity to go outside to relax. Provision is made for supervision by the educational assistants during the lunch/recess period.

If the weather is inclement, the students will remain inside the building.

EMERGENCY CLOSING OF SCHOOL

In the event that schools have to be closed because of inclement weather or other emergency, the following stations will carry the announcement: WIP, WCAU, WCAU-TV, KYW, KYW-TV, WDAS, WFIL, WFIL-TV, WHAT and WFLN.

THE CODE NUMBER FOR CLOSING THE HADDONFIELD SCHOOL DISTRICT IS 560. UPDATES REGARDING SCHOOL CLOSING CAN BE FOUND ON THE VOICE MAIL GREETINGS AT EACH SCHOOL AS WELL AS THE SCHOOL DISTRICT'S WEB SITE at www.haddonfield.k12.nj.us.

DELAYED OPENING

2-Hour Delayed Opening Schedule

<u>Preschool</u>
AM: Cancelled PM: Normal schedule
<u>Kindergarten</u>
AM: 10:25-12:55 PM: 12:30-3:00
<u>Grades 1-5</u>
10:25-3:00
<u>ECLC</u>
Cancelled. Students will attend their PM Kindergarten session
<u>Before School Child Care</u>
Before School Program will also begin on a two-hour delayed opening from its normal time

On a 2-hour delay, school lunch is served as normal

EMERGENCY EARLY DISMISSAL

If it becomes necessary to close school early due to inclement weather or other emergency, parents will be notified by room parents. They will use the information on the Emergency Dismissal Form to contact each family or the designated back-up person. A general E-Blast to the parent's email address will also be made.

ATTENDANCE AND TARDINESS

It is important for all students to learn to be punctual and consistent in their attendance. Student attendance is taken each day. **If your child will be absent from or late to school, please call or email the school office by 8:30 AM.** This procedure will assist us in making sure that your child is safe. If we do not receive a call or email and your child has not reported to school, the school office/nurse will try to contact parents at home or work, or call other authorized persons, in an attempt to determine the safety and well being of the child. Since this can be time consuming, your call will enable us to handle the matter more efficiently and is appreciated. We believe these precautions are necessary, and we ask for your cooperation. Parents may directly check on student attendance and tardiness by entering the [Parent Portal](#) in Genesis.

A student who arrives after the scheduled beginning of their school day (8:30 AM) will be listed as tardy. A note of explanation from the parent or guardian is required when a child is late.

When your child returns to school from any absence, a signed note to school explaining the reason for the absence is required. If an absence note is not received, the absence will be classified as “unexcused.”

Absence Guidelines

With this in mind, the following guidelines for unexcused absence are:

1st through 4th Unexcused Absence

- The school office will notify the parent of each unexcused absence.

5th through 9th Unexcused Absence

- Warning, The warning is to be written and provide the parent with the guidelines for absence and request for support).

10th Unexcused absence

- Parent/Principal conference. During this conference a plan for student attendance will be developed for implementation. The child will be included in the planning, if appropriate

Cumulative Unexcused absences exceeding ten

- Make a mandatory referral to the court program required by the New Jersey Administrative Office of Courts;
- Make a reasonable attempt to notify the pupil’s parent of the mandatory referral;
- Parent/Principal conference. During this conference the plan for school attendance will be reviewed for effectiveness. Discussion will focus upon additional supports needed for consistent school attendance. The child will be included in the discussion, if appropriate.

“Excused absence” is a pupil's absence from school for a full day or a portion of a day for one or more of the following reasons:

- The pupil's illness,

- Family illness or death,
- Educational opportunities,
- Excused religious observances, pursuant to N.J.S.A. 18A:36-14 through 16,
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans pursuant to N.J.A.C. 6A:16-2.3,
- The pupil's suspension from school,
- The pupil's required attendance in court,
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day,
- An absence for a reason not listed above, but deemed excused by the building principal, upon a written request by the pupil's parent or legal guardian to the Building Principal or designee stating the reason for the absence and requesting permission for the absence to be an excused absence,

Attendance is taken after lunch. If your child goes home for lunch and will not be returning to school for the afternoon session or will be late returning for the afternoon session, please call the school office to let us know. The school nurse will contact the parent/guardian of any child who does not return to school after lunch.

REMEMBER, please call or email the school office before 8:30 AM. By making this call we will know that your children are safe and we will not call you at home or work.

It is important for all students to learn to be punctual and consistent in their attendance. Being on time for school helps each child build respect for self and learning, as well as help to set a foundation for expectations later in life. Being late for school is defined as any child who arrives to school after 8:30 AM.

Tardiness Guidelines

With this in mind, the following guidelines for unexcused lateness are:

1st through 5th Unexcused Lateness

- No Consequence

5th through 9th Unexcused Lateness

- Warning, The warning is to be written and provide the parent with the guidelines for absence and request for support).

10th Unexcused lateness

- Parent/Principal conference. During this conference a plan for student attendance will be developed for implementation. The child will be included in the planning, if appropriate.

Examples of excused lateness are the same as those listed under “Excused Absence”.

MAKE UP WORK DURING AN ILLNESS

If you desire make-up work when your child is ill, **the request should be made at the time you call** to let us know your child will be absent. If this request is made by 10 AM, your child's work will be sent to the office and ready for pick-up at 3:00 PM. Requests for make-up work should be limited to cases in which: (1) The student will be absent for a legitimate reason (see Attendance Policy); and (2) the student will be absent for more than one day.

FAMILY VACATION AND MAKE UP WORK

The progressive nature of the curriculum requires the faculty to adjust lesson plans each day to meet the needs of the class; **therefore, assignments will be given upon the student's return to school from a vacation.** Students are encouraged but not required to keep a journal to share with their peers when they return. Please notify the school prior to the vacation. Vacations are encouraged during scheduled school vacation periods. The valuable interactions and discussions missed when absent from the classroom cannot be replicated.

BEDSIDE INSTRUCTION

When a student is confined to his/her home because of illness for an extended period, the parent may apply through the principal for home or bedside instruction. A prompt decision will be made based on consultation with the family physician and approval of the school physician.

DISTRICT PHILOSOPHY AND MISSION STATEMENT

Philosophy

The way of life which we call democracy, requires the fullest development of the special abilities of all its people, high individual performances, the best in human relations, and the utmost in self-imposed control. As facts and skills are taught, so should appreciation be instilled, because out of the seemingly myriad "musts" of the classroom should come a knowledge of how to permit each individual to adjust mentally, socially, and emotionally to those with whom he lives and associates and to enjoy the fruits of knowledge, culture, and acquired skills.

Mission Statement

The mission of the Haddonfield Public Schools, working in partnership with families and community, is to develop the unique potential of each individual by creating a challenging and diverse learning climate that promotes the development of the whole student and prepares its students with the knowledge and skills to meet life's challenges and enrich their community.

Beliefs

- We believe that we have the responsibility to treat each person with respect.
- We believe that nurturing creativity is a critical element in the learning process.

- We believe that service to others promotes the social, emotional and intellectual growth of the individual.
- We believe that schools share the responsibility with family and community in promoting positive social skills.
- We believe that every person has the right to a safe and nurturing environment.
- We believe that learning is a life-long process.
- We believe that every person can learn and every person learns differently.
- We believe that all people have the right to achieve their individual potential.
- We believe in the concept of neighborhood schools.
- We believe that the quality of education depends upon the quality of the teachers in the classroom.
- We believe that valuing diversity enriches learning.
- We believe that the inclusion of special needs students in regular education classrooms enriches every child's education.
- We believe that we have a responsibility to teach and model ethical behavior.

Parameters

We will always:

- Operate in the best interests of children.
- Provide safe facilities.
- Keep parents informed of decisions that affect their children.
- Administer appropriate discipline that:
- Maintains dignity.
- Develops an understanding of the consequences of behavior.
- Teaches acceptable behavior.
- Encourage community participation.
- Hire and retain teachers based on clearly defined criteria in a thorough and careful process.
- Combat student isolation and alienation.
- Be open and accountable in fiscal matters.

We will never:

- Adopt a program without considering:
- Demonstrated need.
- Research on best practice.
- Ongoing communication with all affected parties.
- Clearly defined and measurable goals.
- Cost benefits analysis.
- Impact on all district programs.
- Adequate staffing, resources and training.
- Method of evaluation and feedback.
- Tolerate:

- Bullying.
- Abuse.
- Dangerous or illegal behavior.
- Harassment or discrimination.

CURRICULUM

Basic

In each grade level, a comprehensive curriculum consisting of the language arts, mathematics, science, social studies, technology, and programs in affective education is taught by the classroom teachers. Methods, procedures, and grouping patterns vary from grade to grade and from teacher to teacher.

"Back to School Night" provides the teachers with the opportunity to describe the program and procedures used in the classroom. Curriculum overviews at each grade level are distributed that evening. More detailed information regarding curriculum can be located on the school web site.

Comprehensive curriculum information can be found on the district web site at <http://www.haddonfield.k12.nj.us/academics/index.html> .

Kindergarten

The Kindergarten Program is available for children who turn five years old by October 1. The Kindergarten program is based on the belief that each child grows and develops according to his or her own timetable.

Speech/language screenings are offered to all Kindergartners during this first year of school. Parental permission will be obtained prior to this screening taking place.

Some of the goals of Kindergarten are:

- Develop a sense of responsibility and self-confidence.
- Teach sharing with others.
- Develop muscular coordination through physical activity.
- Foster self-control.
- Provide enriching activities and experiences as a readiness for future learning.
- Provide a balanced literate environment which includes quality children's literature and phonetics based instruction.

SPECIAL AREA CLASSES

The children will be taught by specialists in the following areas during the school year: Art, World Language, Library, General Music, instrumental music, health and physical education.

Art

Each child in grades 1-5 will receive art instruction with a specialist once every six days. The basic elements of art; color, line, shape, texture and form, are taught at every grade level using a variety of art materials. The curriculum is adapted to meet the needs, interests, and skill level of the students of each grade. The specialist will collaborate with the classroom teacher as appropriate for thematic instruction. Various art works, both masters and multi-cultural, will be used to enhance lessons and provide visual references for students. Art classes are held in the Art Room.

In addition, all elementary schools will again participate in the "Art Goes to School" program. Trained volunteers will present selected great works of art for appreciation and discussion.

General Music

The children have an opportunity to sing, play instruments, listen to recordings, and learn how to read and write music. Concerts involving as many children as possible are usually held in winter and spring.

In grades 1 and 2 classroom music instruction is given once every 6 days with a Music Specialist. Basic notation, singing, listening skill, introduction of orchestral instruments and rhythmic movement are presented.

The program is expanded in grades 3, 4 and 5. The practical application of rhythm and melody are taught. Music is compared and contrasted with other related arts. A wide variety of musical styles are studied. Students in grades 4 and 5 participate in chorus.

Instrumental Music

Fourth and fifth graders may begin band or orchestra in the fall. Lessons are provided once per cycle. Students have the opportunity to participate in the elementary band and orchestra which is comprised of students in all three elementary schools. Third graders may choose to take lessons on string instruments and participate in the elementary orchestra. Students must attend weekly orchestra and band rehearsals in order to participate in the concerts.

Health Education

Students in grades K - 5 receive health education with a Health Specialist. Students in Kindergarten receive health instruction with their classroom teacher supported by the school nurse. The school nurse also serves as a resource to staff and students.

Library

Each class has a scheduled time in the library once per cycle. In addition to regular library instruction, students may come from class at any time for research or to exchange library books. Kindergarten and first grades have literature enrichment with the librarian. This is coordinated with the regular classroom program when possible. In the upper grades, students are taught how the library is organized, the use of the computerized card catalog, and introductory research skills.

The library is open all day every day. Books may be returned at any time by placing them on the library counter. When students have over-due books, they will not be permitted to take other books from the library. Parents will be notified of lost books which must be paid for before a student may again borrow from the library. Report cards are retained by the office at the end of the year until all responsibilities are met regarding lost books.

Physical Education

Grades 1-5 receive physical education with a Physical Education Specialist. Students develop various skills of coordination through diverse activities. During the course of the year, each child learns what their own capabilities are in a number of physical activities. They are asked to set improvement goals for themselves. At the end of the year, they check themselves to see if they have reached their personal fitness goals.

World Language

This new scope and sequence of language instruction emphasizes knowledge about second language acquisition, the importance of communication, and the relationship between culture and language as a new basis for program development. The ability “to communicate at a basic literacy level in at least one language other than English” (Standard 7.1) and “to demonstrate an understanding of the interrelationship between language and culture” (Standard 7.2) is now considered to be one of the hallmarks of a well-educated citizen in the state of New Jersey.

Spanish instruction will happen for all students in grades One through five. Instruction will occur for grades one through five twice per cycle for thirty-minutes each session.

STUDENT SERVICES

Child Study Team

Director: Dr. Gino Priolo 429-4985 ext. 112

A child with special learning or psychological needs can be referred by teacher or parents to our district Child Study Team. This team consists of a Learning Consultant, a School Social Worker, and a School Psychologist. If a child is evaluated by the Team, parents are notified of a meeting to discuss recommendations for the child. The entire process takes place only upon written consent of parents.

Elementary Guidance Program

CENTRAL SCHOOL: Mrs. Julie Kotran 429-5851 ext. 312
E. HADDON SCHOOL: Mrs. Marcy Rosner 429-0811 ext. 104
J. F. TATEM SCHOOL: Ms. Amanda West 429-0902 ext. 101

The Elementary Guidance Counselor is available to all students. The counselor will meet with students who are experiencing problems in the area of self-esteem, responsibility, peer relationships and/or family crisis situations, and any type of learning problem or difficulty. A guidance referral form as well as parental permission is necessary before a student may participate in the guidance program. Parents may set up an appointment to see the Guidance Counselor by calling the school office.

Instructional Support Program

This program assists children who score below minimum standards on standardized tests in Reading, Mathematics, and Writing and/or are experiencing difficulty with their instructional programs in the classroom. Our Language Arts Specialists and ISP teachers work with small groups of children. Children can also be recommended for this program by their classroom teacher even if their scores are somewhat higher than minimum standards.

Intervention and Referral Services (I and RS)

Each of the district schools has an I and RS Team. This team, comprised of general and special education teachers, as well as the nurse, principal, and guidance counselor, serves to help teachers determine what resources or modifications will most benefit students to help them succeed and meet Haddonfield Standards. The I and RS team meets monthly to help support teachers and parents determine the most appropriate support strategies and/or interventions to best support the needs of individual students. For more information, please contact your child's teacher or the principal. This is an intervention for regular education students.

Speech Therapy

CENTRAL SCHOOL: Mr. Zaire Durant-Young 429-5851 ext. 382
E. HADDON SCHOOL: Ms. Deena O'Connor 429-0811 ext. 129
J. F. TATEM SCHOOL: Ms. Dana O'Reilly 429-0902 ext. 108

Several certified, trained Speech and Language Therapists are available in the district to provide speech/language therapy to children who have special needs in this skill. Children will be screened, evaluated, and if necessary, classified and provided with an Individualized Education Program. The Speech Therapist also works with parents in providing for corrective guidance at home.

Early Childhood Learning Center (ECLC)

Director of Special Education: 856-429-4985 ext. 112

To provide for the special needs of children who are from 4 years to 6 years of age, the ECLC has been established at Central School. Children from all three district elementary schools are eligible to attend. Eligible students must have identified needs as recommended by the district Child Study Team.

HADDONFIELD'S INCLUSIVE PRESCHOOL

The Haddonfield School District offers an inclusive preschool program for children three through five who have special needs and have been determined eligible for special education services through the Child Study Team referral process. Typically developing preschool children are selected for this program through an application process. The tuition for non-special education students is \$2250 per year. Applications for non-special education children are available through the Child Study Team Office or you can visit the Inclusive Preschool's website at www.haddonfield.k12.nj.us/preschool.html.

HOME-SCHOOL COMMUNICATION

The teacher and the principal want to help you in the important joint responsibility of educating your child.

Past experience indicates that private parent-teacher conferences are the most effective method for resolving problems. Those few problems that cannot be resolved by the teacher and parent should be brought to the attention of the principal.

If you have the need to discuss your child with the classroom teacher, you should call the school office and leave a message for the teacher to contact you. In addition, teachers have e-mail and voicemail accounts. Your child's teacher will inform you of the best way to reach them, although e-mail is often the most efficient. All communication will be responded to within 48-hours.

The principal will inform parents about school events via timely emails or letters which the children will bring home. In addition, parents are encouraged to consult their Town Calendar and PTA newsletters.

STUDENT REGISTRATION

The following information must be presented prior to a child entering school:

- Original birth certificate (The school will make a copy of the certificate.)
- Proof of Residency
- Immunization records (or waiver)--for: D.P.T., Oral Polio, Measles, Mumps, Rubella--signed by a medical doctor.
- Completed Registration Form
- Completed Medical Form

Students entering from another school will be required to present a transfer card and/or their last report card.

Admission to Kindergarten

A child must be 5 years of age on or before October 1 to be admitted to the Kindergarten program.

Admission to Grade One

A child must be six years of age on or before October 1st and have attended Kindergarten to be admitted to Grade One.

PARENT TELEPHONE REQUESTS

Requests to deliver messages to students will be honored only for emergencies. We aim to keep classroom disruptions at a minimum. Routine items such as arrangements for doctor's visits, instructions from parents concerning after school schedules, etc, should be planned and discussed at home in advance.

Likewise, students and parents are responsible for bringing the appropriate items necessary for school such as music instruments, lunches, etc. These items should not be left in the office routinely for students to pick up.

EMERGENCY EVACUATION

ELEMENTARY SCHOOL PROCEDURES

In the event that students must be evacuated or sent home due to power failure or other emergency parents will be notified by email or text.

HOMEWORK

Appropriate homework will be given at the discretion of the classroom teacher. Regular work completed at home is used to reinforce the concepts taught in the classroom and improve students' study skills. Homework will be given for the following reasons:

1. It is good discipline, it engenders accountability and responsibility.
2. Homework eases time restraints on the curriculum. Without preparatory reading and practice outside the class, the amount of work accomplished in a given time period would be considerably reduced.
3. Homework fosters student initiative, independence and responsibility.
4. Homework reinforces and supplements school learning experiences.
5. Homework brings the school and home closer together. If parents participate in the process by helping and reviewing assignments, the link between school and home can be strengthened.

Criteria for Homework Assignments

1. Related to a well taught lesson and clearly stated objectives.
2. Fit the abilities of the students.
3. Are purposeful.
4. Help the student who needs extra practice/reinforcement of skills previously taught.
5. Supplement and enrich classroom activities.
6. Provide for the student who has been unavoidably absent.
7. Are checked and discussed. (If it is worth doing, it should be checked).
8. Never given as a form of punishment.

Homework Guidelines

- | | |
|------------------|--|
| 1. Kindergarten: | No regular homework assignments. Assignments may be made by the teacher. |
| 2. First grade: | No more than 15 minutes, 4 days per week. |
| 3. Second grade: | No more than 30 minutes, 4 days per week. |
| 4. Third grade: | No more than 40 minutes, 4 days per week. |
| 5. Fourth grade: | No more than 60 minutes, 4 days per week. |
| 6. Fifth grade | No more than 60 minutes, 4 days per week. |

Teachers and parents may jointly choose to work out an arrangement of reinforcement activities for home study.

PHYSICAL EXAMINATION

In accordance with the recommendations of the State of New Jersey, all pupils entering school and in fourth grade are recommended to receive a complete physical examination during the school year. Students must have the physical examination form signed by a physician in order to receive a classroom assignment in grade 5.

The current thinking of school physicians and educators is that these examinations should, where possible, be done by the student's personal physician; however, our school physician is available to conduct the physical examination. If there are parents who prefer an examination by the school physician, please call the school nurse.

Central School.....Ms. Michele Barranger, RN.....429-5851 ext. 228
E. Haddon School.....Mrs. Loretta Macconi, RN.....429-0811 ext. 105
J. F. Tatem School.....Mrs. Beth Herrera, RN.....429-0902 ext. 104

SAFE SCHOOLS INITIATIVE

Any pupil convicted or adjudicated delinquent for possession of a firearm or committing a crime while in possession of a school property, on a school bus, or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year and placed in an alternative education school or program, pending a hearing before the Board of education to remove the pupil.

Any pupil who assaults a pupil, teacher, administrator, Board member, or other school district employee, with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program and placed in an alternative education school or program, pending a hearing before the Board of Education.

The Superintendent determines whether the pupil is prepared to return to the regular education program or whether the pupil remains in the alternative education program or other educational placement. The Superintendent's decision must be made in accordance with school district policy and New Jersey Administrative Code. If the pupil is disabled, the pupil's placement is determined by the Child Study Team and the pupil's parent(s) or legal guardian(s) in accordance with N.J.A.C. 6A:14 et seq., Special Education.

In any of the above cases, the principal is responsible for the removal of the pupil for a weapons offense and must notify the law enforcement agency to press charges.

The pupil who is removed is entitled to a hearing before the board of education to determine if the pupil is guilty of committing the offense.

SCHOOL ROUTINES

Address Change

Please notify the school secretary promptly of any address, email, or telephone changes during the school year.

After School

The practice of students reporting home directly after the close of a school session should be insisted on by parents unless previous permission to do otherwise has been obtained. This habit is one which is good for the child and will save parents much worry. All children must leave school grounds promptly after dismissal. If children are delayed after school, the parents will be notified in advance.

Assignments for Ill Students

The school wants to see that all students absent for an extended period of time will not fall behind in their lessons. Please call the school office when you wish to secure homework assignments for your child. Please let the school secretary know when you call your child out sick in the morning that you wish to pick up the work for the day. Assignments will be ready at 3:00 PM for pick up if the request is made by 10 AM.

Attendance

Regular and punctual attendance is one of the desirable traits to be learned by children when they first enter school. Upon return from any absence a child must present a brief note of explanation signed by a parent or guardian.

If your child attends the Before and After School Program, please call both your child's school and the Before and After School Program directly (429-1603) when your child is ill or when he/she will not be attending that day.

Despite our desire to have the children attend school regularly, when a child is ill, the child should remain at home to protect him or her and the other children. Policies have been established by the school physician and approved by the district to protect the health of the people within the school. One of these policies states that when a child has been checked and found to have a temperature of 100 F or above, he/she must be sent home and may not return to school until he/she has been fever free for 24 hours.

Bicycles

Students in grades three and above are permitted to ride bicycles to school provided the parent has submitted the parental permission form. New Jersey law requires that all students riding bicycles must wear a helmet. If a student rides their bike/scooter to school and does not have a helmet, the student will not be allowed to ride the bike/scooter home at the end of the school day. It will be kept in the school until a parent/guardian comes to school to pick up the bike or walk the child home with the bike/scooter.

Those who ride bikes/scooters to school should chain and lock them to the racks provided. Unfortunately, thievery of bicycles/scooters does occur but it is usually confined to unlocked and expensive equipment. It is a good practice to bring an old bike/scooter to school. The bicycles/scooters must be walked on school grounds. The school is not responsible for bicycles/scooters.

Cell Phones

Cell phones cannot be used during the school day. Student's cell phones must be turned off and stored in his/her backpack. The school will not be responsible for lost or damaged phones. All messages to students should be routed through the school office.

Conferences - Parents and Teachers

Conferences are one of the best ways to assess the progress of your child. The school will arrange routine scheduled conferences, which take place in December. Parents and/or teachers may also request conferences at other times.

Early Dismissal

We ask cooperation so that such requests may be reduced to a minimum. The request must be in writing and signed by a parent. Board policy stipulates that children may be released from school early directly to the care of a parent, guardian or other adult designated by the parent. Students will be called to the office when the parent arrives. Plan time accordingly. Children may not leave school before 3:00 P.M. without said adult who must report to the office to sign for the child.

Discharging and Picking up Students - Parents should not park on the school side of the streets in front of the schools. When dropping off or picking up students outside of normal start and ending times, a parent or guardian must sign in/out in the main office.

Dress Guidelines

Clothing

Children's clothing should be marked plainly to facilitate identification. This is especially important for storm footwear which is misplaced easily by children and which might be identical to another child's. A Lost and Found is located in each school. Encourage your child to check there for missing articles.

Student dress should be comfortable, modest and in good taste. Parents can be of vital assistance by checking to make sure their children are dressed appropriately. Likewise, parents are asked to encourage their children to develop and follow good personal hygiene habits.

The following guidelines have been set:

- Students must wear closed shoes or sneakers at all times. Flip-flops, and other backless shoes are not allowed for health and safety reasons.
- Hats, caps, scarves, or other head coverings are not to be worn inside the building.
- Shirts with offensive slogans or pictures are not to be worn.
- Torn or tattered clothing may not be worn.
- The following are not permitted: “heelie” sneakers, tank tops, string tops, tube tops, halter tops, see through tops or bottoms, cut-off shorts, or micro-mini skirts.
- Parents will determine the appropriate attire for students to wear during outdoor recess. Coats, hats, and gloves are encouraged to be worn during colder weather.

Field Trips

Field trips essentially are an extension of classroom instruction. They provide the students with an opportunity to study first-hand certain objects and places of interest associated with classroom units. Classroom teachers are responsible for determining the number of chaperones needed to safely supervise students on each trip. The teacher will contact the Room Parent for assistance, as needed. Students should not bring money to spend on any field trip unless specific permission is given by the classroom teacher.

For students who require medication during the day, the school will try to send a nurse to administer the medication to the student while they are on the field trip. In the event that a school nurse cannot be hired, the child’s parent is encouraged to attend the field trip so they can administer the medication. Otherwise, the student will need to wait until they return to school to receive their medication from the school nurse. This procedure is necessary since state law does not allow non-nursing staff to administer any medication, including cough drops or aspirin.

Insurance

The Board of Education has purchased insurance coverage to protect all students against accidental injury while the student is going, to or from school, at school, or at approved school activities including participation in inter-scholastic sports.

The insurance is excess coverage; that is, it will pay those expenses not covered (including deductibles) by any other medical insurance you may have. Thus, you must submit all bills to your own insurance first. The school policy will pick up the unpaid balances up to the limits of the policy.

Further information may be obtained by contacting:

Mutual of Omaha
 Joseph Maksin Jr. and Associates
 Collingswood, New Jersey
 1-800-288-4123

Health Office

The school nurses maintain health records on all students, auditory and visual screening, teach health and basic first aid, and cope with emergencies at school. *It is important that addresses*

and telephone numbers for emergencies at school are kept current. Any changes during the year should be recorded via your Genesis account.

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Medications

Our best advice about medications is that they should be given at home. When this is not possible and a medication must be given during school time, please be prepared to follow these State mandated rules. ALL MEDICATIONS -- even "*over the counter*" medications, as well as anything ordered by your doctor must have the **District Authorization Form** completed by both doctor and parents. Please bring a limited supply of the medication your doctor has ordered to the nurse's office. The medication must be in the original container and have a current label with the patient's name, name of medicine, dosage, frequency of administration and doctor's name.

If your child must have this medication over a long period of time, please make sure to replenish his supply at regular intervals. Most children do not remember that they have to "get the medicine bottle refilled". We need your help to keep the supply available for your child. In June, we request that you collect your child's medication before the close of the school year.

Parents whose children require medication are encouraged to go on field trips to administer the medication to their child. If a parent cannot attend, the district will make every effort to provide a school nurse on the trip to administer the medication. However, we cannot guarantee that a school nurse will be available to go on the field trip.

Exception: Students in 4th or 5th grade whose medication is an inhaler for asthma may be able to carry their inhaler on a field trip if the following is in place:

- the child must have certification by a doctor that he/she has a life threatening problem and is capable of self-medicating.
- the Asthma Action Plan completed by the doctor and submitted to the school nurse must stipulate in writing that the child can self-medicate.
- the school nurse agrees that the child is capable of self-medicating.

Students are not allowed to carry or self-administer any other medications.

In June, we request that you collect your child's medication before the close of the school year.

Health Records

The following documentation must be submitted for every student before being permitted to enter the Haddonfield School District:

- A health history completed by the parent.
- A complete report of a physical exam that was done after September 1, 2014 and is signed and dated by the healthcare provider (please be sure that the actual signature is on the form - stamps or office initials are not acceptable).
- Documentation from a healthcare provider that all immunizations as required by N.J. Code (N.J.A.C. 8:57-4) have been received. Please see Mrs. Macconi's e-board for a complete list of required immunizations.

Please note:

If there is a medical reason that the immunization cannot be given, a note from the healthcare provider stating the reason (as recognized by the American Academy of Pediatrics) must be submitted.

Items From Home

Personal items such as toys, games, collections, etc. should not be brought to school unless permission is obtained from the classroom or specialist teacher or principal.

Lost and Found Articles

Each school maintains a "Lost and Found" collection of articles. The student may check in the office on the same day in which the article was lost to see if it had been turned in. If it has not, the student should check the "Lost and Found." To help keep articles in the Lost and Found to a minimum, please make sure all of your child's belongings are labeled. Unclaimed items will be donated to a charitable cause.

Lunch Time Rules

The following lunchroom rules are in effect in the Haddonfield Elementary Schools:

1. Students must obey lunchroom aides.
2. Students may talk in a quiet tone of voice.
3. Students must stay in their seats until excused.
4. Students must not throw trash, food or other objects.
5. Students may not return to classrooms during the lunch period without teacher written permission.
6. Students must enter lunchroom and take their seats in an orderly manner.
7. Students must respect the possessions of others.
8. Students must obey all other school rules during the lunch period.
9. Profanity, foul language, will not be tolerated at anytime. Students using profanity in the cafeteria will be subject to disciplinary action.
10. Children are discouraged from sharing food.

Musical Instruments

It is important that children bring musical instruments home each day for safe-keeping purposes and for practice. **The school is not responsible for instruments left overnight.**

Report Cards

These are issued three times annually except in the Kindergarten which has two report cards annually - January and June.

Pets

No pets are to be brought to school unless permission is obtained in advance by the building principal. Pets are **not** permitted on school grounds.

Parties

The instructional program is our first priority. In keeping with this philosophy, please check with the classroom teacher prior to sending in any birthday items. Classroom parties take place near the end of the school day on Halloween and Valentine’s Day.

Please remember children’s feelings are easily hurt! Please do not pass out party invitations on school grounds unless the entire class is invited.

School Schedule

All district elementary schools and the Middle School will follow a six-day schedule. The six-day schedule identifies each day by number, i.e., Day 1, Day 2, etc. rather than by the day of the week. Beginning with Day 1 on the first day of school, each consecutive day follows up to Day 6 and then the cycle starts again. The six day schedule allows all schools to coordinate programs and share personnel more efficiently.

Snow

We need your help to insure that no snow is thrown by the children at other persons or automobiles on the way to and from school. Students throwing snow on school grounds or on route to or from school are subject to disciplinary action.

Peer Leaders:

If you would like to learn more about the mediation program, please call the Peer Mediation Advisors:

Central School:.....Mrs. Hessert, mhessert@haddonfield.k12.nj.us

Haddon School.....Mrs. Rosner, mrosner@haddonfield.k12.nj.us

Tatem School Mr. Rosenberg, jrosenberg@haddonfield.k12.nj.us
Mrs. Augugliaro, eaugugliaro@haddonfield.k12.nj.us

Student Records

Parents are permitted to examine student records with an administrator present. Items kept as part of a child's permanent file are not available for public use in any way. Both biological parents are permitted equal access to student records. Parents may request additional copies of the child's report card(s) and other pertinent information by calling the school office or placing a written request. Parents are requested to schedule a meeting three days in advance for the examination of records.

Extended School Year

A summer program is conducted annually for elementary school special education students who meet the requirements for an extended school year.

Textbooks

Students are provided use of textbooks and library books without charge. If a book is lost or damaged through negligence or abuse a replacement charge will be assessed.

Visitors

To insure maximum safety for the children in our schools, it is the policy of all Haddonfield Schools that **all visitors**, including parents, report directly to the office, sign in and obtain a **VISITOR'S BADGE** when entering the building. While all schools welcome and encourage appropriate communication between teacher and parent, classes may not be interrupted by unannounced visits. Parents requesting to observe a class must contact the school office three days in advance to schedule a mutually convenient time for the teacher and parent. It is common practice for the school administrator to accompany the parent during the class observation. **No one is permitted in the halls or classroom without authorization from the office. PARENTS SHOULD NOT WAIT FOR CHILDREN IN THE HALL OUTSIDE OF THE CLASSROOM AT DISMISSAL TIME.**

We are unable to accommodate requests for children who are not registered or students in Haddonfield Public School to visit classrooms.

Walking to School

Your child should know his or her first and last name, street address, parent's names, and phone number before walking to school alone. The fifth grade maintains a safety-grounds patrol both on the school grounds and at various intersections. These students take their duties seriously and youngsters are requested to follow directions given by the safety member. Children should always walk with a buddy when going to and from school.

**PLEASE HAVE YOUR CHILD CROSS ONLY
WHERE THERE IS A SCHOOL CROSSING GUARD
or
SAFETY PATROL MEMBER**

SPECIAL PROGRAMS AND ACTIVITIES

Enrichment Activities

A program of assemblies is sponsored by the PTA in cooperation with each elementary school staff. These programs are provided periodically throughout the school year.

Field Day

Held in June each school year, this day provides the children with the opportunity to participate in a number of field events such as races, broad jumping, and relays.

Halloween Parade

This parade begins about 1:45 PM on Halloween Day. Lunch is not served on this day. The children are dismissed at 12:00 noon and given an extra half hour for lunch so they can eat at home and then prepare themselves for this event. The children should return to school at 1:30 PM. Families are invited to watch as the children parade around the school grounds. The children then return to their classrooms for classroom parties. Parents are urged to monitor their children's costumes and make-up in order to prevent our younger students from becoming frightened. Morning Kindergarten students are encouraged to return, in costume, for their school's parade.

Principal's Advisory Committee

This committee meets on a regular basis and is comprised of teachers, parents, support staff, community members and the principal. The purpose of this committee is to provide a forum for frequent and open communication and collaboration among members of the school community.

Student Council

Representatives from the upper grades share in solving school related problems, work on school projects, and have opportunities to share in decision-making.

The School Store

The school store is run for interested students. It will carry school supplies and is open during the week (once per month).

WHAT TO DO "IF"

YOU HAVE A PROBLEM

Call the school office to arrange a conference with your child's teacher.

A STUDENT BECOMES ILL AT SCHOOL

A student who becomes ill during school hours is taken to the nurse's office. If it becomes necessary to send your child home because of illness, you will be notified and requested to provide transportation for the child. The phone number of an alternate responsible adult must be available to the school.

YOU WANT HOMEWORK ASSIGNMENTS

You may get this information by calling the school and leaving a message for the teacher. Assignments will be available for pick-up in the school office after 3:00 PM pending the request is made before 10 AM. **ALL ASSIGNMENT REQUESTS MUST BE RECEIVED WHEN YOU CALL YOUR CHILD OUT SICK.** Make-up assignments for family vacations will be distributed upon the student's return to school.

YOUR CHILD IS ABSENT

Please call or email (jtattendanceOffice@haddonfield.k12.nj.us) the school office by 8:30 A.M. to report your child's absence. Also, please send a note listing the dates of absence and the reasons for the absence with your child when he/she returns to school.

EXTENDED ABSENCE BY PUPIL

If a student is expected to be out of school for a prolonged period due to illness or accident, home instruction may be available. Parents are asked to call the office of the principal for more information. If you anticipate a long absence, call the office immediately so that provisions for homebound instruction can be made.

YOU WANT A MESSAGE DELIVERED

Only emergency messages may be delivered to students. In case of emergency, give the message to the building principal or the building secretary and it will be transmitted to the student.

A LUNCH IS LEFT AT HOME

Deliver it to the school office. Students who leave lunches at home will be called to the office to claim them.

YOUR CHILD LOSES SOMETHING AT SCHOOL

All items found are put in a school Lost and Found stored for a limited time period.

YOUR CHILD NEEDS TO RETURN TO SCHOOL AFTER DISMISSAL

Students who wish to return to school after dismissal must report to the building principal for permission to re-enter their classroom. If possible the parent should accompany the student.

YOU CHANGE YOUR ADDRESS OR TELEPHONE NUMBER

Please advise your school office immediately. Telephone numbers and email addresses may be changed by parents by entering the [Parent Portal](#) in Genesis. Parents are requested to insure that current contact information is listed in Genesis.

IF A CHILD IS ILL

Children who have been sick during the night or who display symptoms of illness in the morning should not be sent to school. Students who have an above normal temperature should not be sent to school until s/he has been fever free for 24 hours.

YOU PLAN TO MOVE

Please contact the school office for information regarding the procedure which is to be followed for transferring a child.

YOU NEED CLARIFICATION ON A PROCEDURE OR POLICY

Call your child's building principal for an answer.

2016-17 PTA Officers

J. FITHIAN TATEM SCHOOL

Co-President.....Jennifer Coelho and Karena Rosa
Vice PresidentJackie Tomasso-Miller
Corresponding Secretary.....Kristin Smith
Recording Secretary.....Janine Ryan
TreasurerDavid Adamczyk
Trustee.....Teri Kasko
Teacher/Staff Representatives.....Ashley Miller, Kathleen Woods

Haddonfield Public Schools practice equality in educational programs. Each school building has on file district Equity and Affirmative Action policies. To obtain information, or file a grievance, please see your building principal.