



Swedesboro-Woolwich School District
A community dedicated to inspiring life-long learners.

2024-2025

PARENTS' HANDBOOK

Margaret C. Clifford School
Governor Charles C. Stratton School
General Charles G. Harker School
Walter H. Hill School
856-241-1552

Visit our website at www.swedesboro-woolwich.com

Emergency School Closing Number 826
Please Keep in a Convenient Place

Swedesboro-Woolwich School District

Strategic Planning 2022-2027

The Swedesboro-Woolwich Schools enjoy an excellent reputation in the State of New Jersey. To maintain that high regard, build even greater public confidence, and plan for the future, the Board of Education, in the 2021-2022 school year, initiated a process of continuous improvement to insure that programs, services, and facilities not only meet the needs of diverse students and community, but do so at the highest level. Toward that end, the Board engaged stakeholders to define strategic directions that will shape and guide the development of programs and services for the next five years. Initial meetings in the planning process included representatives of various stakeholder groups drawn from the school District and from the larger community.

Mission Statement

As a collaborative and nurturing community, the Swedesboro-Woolwich School District provides a high quality education for each student, which is supported by innovative instructional practices and the promotion of excellence, positivity, inclusion, and growth.

The mission will be achieved by providing a comprehensive curricula, grounded in the NJ Student Learning Standards, driven by dedicated faculty, staff, families, and community partners.

Vision Statement

We seek to become a premier PK-6 district by embracing, equipping, and empowering each student to maximize their extraordinary potential. We will cultivate a love of learning and a positive sense of self and others in a rich and immersive academic environment, where students feel safe and inspired to take educational risks.

Mantra

“A community dedicated to inspiring life-long learners.”

Please visit our website below to access the full strategic planning process.

Website: www.swedesboro-woolwich.com

ARRIVAL AND DISMISSAL

Margaret C. Clifford School - Principal - Mrs. Jacquelyn Traini



Kindergarten & Full Day Pre-K

8:45am – 3:25pm

AM/PM Pre-K

8:45am – 11:20am AM Session

12:50pm – 3:25pm PM Session

Gov. Charles C. Stratton School - Principal - Mrs. Jennifer Boston



GR. 1&2 8:35 AM to 3:10 PM

Gen. Charles G. Harker School

Principal - Mrs. Carolynne Sandy

Vice Principal - Mrs. Lorraine Campbell



GR. 3-5 8:25 AM to 3:00 PM

Walter H. Hill School - Principal - Mr. Matthew Kelly



GR. 6 8:45 AM to 3:20 PM

EARLY DISMISSAL AND DELAY TIMES

Margaret C. Clifford School (Kindergarten & Full Day Pre-K) 1:25 PM

Margaret C. Clifford School (Pre-K)

10:35am AM Session

1:25pm PM Session

Gov. Charles C. Stratton School – 1:10 PM

General Charles G. Harker School – 1:00 PM

Walter H. Hill School - 1:27 PM

One-Hour Delay Sessions

Margaret C. Clifford School (Kindergarten & Full Day Pre-K) 9:45AM – 3:20 PM

Margaret C. Clifford School (Pre-K)

9:45am – 11:20am AM Session

12:45pm -3:20pm PM Session

Gov. Charles C. Stratton School – 9:35 AM to 3:10 PM

Gen. Charles G. Harker School – 9:25 AM to 3:00 PM

Walter H. Hill School – 9:45 AM to 3:20 PM

Two-Hour Delay Sessions

Margaret C. Clifford School (Kindergarten & Full Day Pre-K) 10:45AM – 3:20 PM

Margaret C. Clifford School (Pre-K)

10:45am – 12:25pm AM Session

1:45pm – 3:20pm PM session

Gov. Charles C. Stratton School – 10:35 AM to 3:10 PM

Gen. Charles G. Harker School – 10:25 AM to 3:00 PM

Walter H. Hill School – 10:45 AM to 3:20 PM

ARRIVAL TO SCHOOL

Students should time their arrival to be at the Gen. Charles Harker School no earlier than 8:25 AM, Gov. Charles Stratton School no earlier than 8:30 AM, Walter Hill School no earlier than 8:45 AM, and Margaret Clifford School no earlier than 8:40 for the Kindergarten, Full day Pre-K and AM Pre-K programs and no earlier than 12:40 for the PM session of the Pre-K program. **This request is for the safety of the students. Parents are urged not to permit children to come to school before school personnel are available to provide the required supervision.**

Swedesboro-Woolwich Public Schools

PROGRAM OVERVIEW

SWEDESBORO-WOOLWICH SCHOOL DISTRICT
GLOUCESTER COUNTY, NEW JERSEY

The Swedesboro-Woolwich School District provides a full educational program for every child from kindergarten through sixth grade. The core curriculum includes language arts literacy, mathematics, social studies, health and science, art, physical education, music, world languages, and visual and performing arts. The district also offers half-day programs for preschool children who are experiencing mild difficulty in the areas of language, motor skills, socialization, and cognitive skills as well as a preschool handicapped program.

The district is proud of its commitment to providing outstanding facilities that enhance student educational opportunities as well as additional facility capacity to meet community needs. A brief overview of facility descriptions and expansion efforts follows:

The Walter Hill School, which is located on Kings Highway in Swedesboro, is a three-story building built in the 1920's and serves our district's grade 6 students. A 2.8 million-dollar addition and renovation project to the Walter Hill School was completed in 1987. In 2003-2004, the Walter Hill School was again expanded which also included a major renovation to all mechanical systems. In 1996, the Margaret C. Clifford School was constructed and was originally opened for kindergarten and first grade instruction on January 13, 1997. A 10-classroom addition to the Margaret Clifford School was constructed and opened in September 2001. The opening of the addition eased the overcrowded conditions that existed in the Walter Hill School. At the present time, the Margaret Clifford School serves the district's preschool and kindergarten students. With the residential growth continuing at a significant pace in Woolwich Township, the district received voter approval on March 12, 2002, for the construction of a new school. This 650-student facility, the Governor Charles C. Stratton School, opened on March 1, 2004, and currently houses the district's grades 1-2.

In keeping pace with the district's fast-paced student enrollment (67% over 5 years), the district, consistent with its Long-Range Facilities Plan, received voter approval on December 13, 2005, for the construction of a new 720 student capacity elementary school. The new elementary school, the General Charles G. Harker School, opened in September, 2008 and serves the district's grades 3-5 students. The district has continued its commitment to increasing technological opportunities for students. School district facilities are completely wired and connectivity exists between the district's four schools through the installation of a fiber optic backbone. The district's website serves as a key building block for the district's public information program. (www.swedesboro-woolwich.com)

As previously noted, Woolwich Township is one of the fastest growing municipalities in New Jersey. Student enrollment has grown from 513 students in 1996 to our present enrollment of 1790 students. Since the year 2000, the Swedesboro-Woolwich School District has been the fastest growing school district in the State of New Jersey. The growth

factor revealed a 145% student enrollment during this seven year span. Our professionally certified staff provides comprehensive services to both the students and the district.

The district's Special Education/Special Services Department offers comprehensive programming to its classified and special needs students. The district's language arts literacy program is literature based with flexible grouping utilized as a key instructional strategy. Remedial, gifted, world language, art, music, health/physical education and enrichment courses also complement the core curriculum.

The district's modified early childhood program is conducted at the Clifford School. This program provides instruction for children who become four years of age on or before October 1st and are experiencing mild difficulty in the areas previously noted in this district overview. The half-day program provides developmental learning experiences for children that will prepare them for kindergarten.

Our kindergarten program is a full-day program. Students are taught beginning literacy with an emphasis on early reading and writing skills. The math program utilizes manipulatives with a discovery approach combined with a traditional math understanding.

The programs are successful because the teachers are dedicated professionals who care, the administration and school board are supportive, and the community is both responsive and caring. The school district has proven its value by the success of its students, and its excellence was verified by the approval of the State Department of Education after an in-depth scrutiny by a team of county officials during December, 2005. Furthermore, the district continues to be noted as one of the highest performing school districts in New Jersey.

As a team, the school board, administration, and staff shall continue to provide the quality of education the community rightfully demands for its children. The mission of this district is to provide an enriching educational environment for all students that will structure for their success in terms of academic, emotional and social growth. The district is passionately committed to the success of its students.

HIGHLY QUALIFIED TEACHERS

Federal law requires that all schools receiving federal funds must inform parents of their right to ask schools about the qualifications of their child's teachers. As a school district receiving federal funds, this information is available to you.

The Swedesboro-Woolwich School District believes nothing is more important to a child's education at school than having a well-prepared and highly qualified teacher. The law requires each teacher to meet a specific legal definition of "highly qualified" in order to teach in schools receiving federal funding. The legal definition of a Highly Qualified Teacher has three parts. A teacher must have the following:

1. A four-year college degree;
2. A regular teaching certificate/license; and
3. Proof of his/her knowledge in the subject he/she teaches.

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Swedesboro-Woolwich School District. All of our regular education teachers have college degrees and many have advanced degrees. The state of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues his/her own learning through professional development activities, and each teacher is evaluated each year to make sure his/her teaching skills remain at the highest possible level. A highly qualified teacher knows what and to teach and has a full understanding of the subject matter being taught. The school district believes every teacher in our school is fully qualified and dedicated to teaching your child.

Parents are encouraged to support their child's education and communicate with his/her teacher on a regular basis. Partnering together, families and educators can provide children with the best education possible.

PARENT/TEACHER COMMUNICATION

Communication with teachers is welcomed. The best and quickest way to communicate is by email. All email is first name initial, last name@swsdk6.com (ex: jsmith@swsdk6.com)

Telephone calls cannot be answered during regular school hours; however, a teacher will respond to a voicemail message. Additionally, a parent/guardian may send a written message via the Home/School Folder or Assignment Book.

No matter what type of communication is used, teachers will usually respond within 24 hours.

ISSUES/CONCERNS

Throughout the school year, there may be times, other than Parent-Teacher Conferences, when a parent/guardian and teacher need to meet to discuss a child's success in school. In an effort to accommodate time constraints on the parent/guardian and teacher, please come prepared to discuss specific concerns so they can be addressed as soon as possible.

In an effort to ensure any issues or concerns are handled constructively, successfully, and promptly, there is an appropriate and welcomed order of communication.

FIRST

Parent contacts/meets with the teacher.

SECOND

Parent and teacher meet with school Principal and/or Vice Principal

THIRD

Parent, teacher, and building admin meet with the superintendent

In the unlikely event that the matter is still not resolved, a written request by the parent/guardian for a hearing before the Board of Education may be processed.

KINDERGARTEN REGISTRATION PROCEDURES

Registration of kindergarten students not previously enrolled in the district is held in March at the Margaret C. Clifford School. Children who will be five years old on or before October 1 will be admitted to the kindergarten program in September.

Birth certificates and proof of having received the following immunizations must be presented for admittance in September. Additionally, evidence of residence must be presented as follows: PRIMARY = settlement sheet, lease agreement, or tax bill AND SECONDARY = current utility bill or driver's license.

REQUIRED IMMUNIZATIONS

The following immunizations are required by law for all students entering school at age five. If a child starts school at age three or four, immunizations required are appropriate for the child's age and may be different than the following:

- 3 DPT – plus booster between age 4 and 6
- 2 Polio – plus booster between age 4 and 6
- 2 Measles, Mumps, Rubella (MMR)
- 3 Hepatitis B
- 1 Varicella Vaccine or documented proof of the disease from doctor or parent

For Preschoolers: 1 HIB Vaccine required on or after 12 months
1 Pneumococcal Vaccine required on or after 12 months
Annual Influenza Vaccine required by December 31st

Students entering Grade 6 and 11 years old:
1 Dose of Tetanus, Diphtheria, Pertussis (Tdap) Vaccine
1 Dose of Meningococcal Vaccine

Walter Hill Immunization and Physical Update
6th Grade Immunization and Sports Physical Requirements:

Immunizations:

-Tdap and Meningococcal vaccinations

For After School Sports:

-Preparticipation Physical Evaluation Medical Eligibility Form; Sudden Cardiac Sign off; Opioid Sign off; and Concussion Sign Off.

All information can be found here under 6th Grade Health Forms: <https://www.swedesboro-woolwich.com/departments/student-health/health-forms>

NEW RESIDENTS

In the event you are planning to become a new resident in the Swedesboro-Woolwich School District but have not yet completed the residency requirements, the following policy applies.

In accordance with Board of Education Policy #5111, a six-week grace period will be granted to you, as a non-resident who anticipates moving into the district, to provide all necessary registration requirements. The inception of this six-week grace period will start with the registration of your child(ren) in the school district. However, in order for this registration to be finalized, you are required to provide the Swedesboro-Woolwich School District with a check equivalent to one month of non-resident tuition for each child enrolled. This prepayment will represent one month of non-resident tuition in the event your non-residency extends beyond the six-week district grace period. Please note that in the interim, the check will be cashed and held in a district account. Should your residency be established within the six-week grace period, the entire amount of funds will be returned. Should your residency not be established during this six-week grace period, a per diem charge will begin to be assessed commencing upon the expiration of the six-week grace period for each child until residency is established.

TRANSFER – OUT OF DISTRICT

Parents must notify the school district in writing at least three days prior to the student's last day of attendance.

STUDENT PICK-UP AND DROP-OFF PROCEDURE

Student pick-up and drop-off procedures are as follows:

Walter H. Hill School

When picking up or dropping off **Walter Hill School** students during regular arrival and dismissal times, parents are reminded to park in the lot on the Bridgeport Avenue side of the school. For safety purposes, **cars should not enter the horseshoe driveway during arrival and dismissal**. No parking at any time is permitted in the designated fire zone areas, which are located at the top of the horseshoe drive closest to the school and near the gym. Handicapped parking is available in the horseshoe or by the gym. **Do not** drive through the rear bus loop during arrival and dismissal times.

Margaret C. Clifford School

Option #1 - The first option (which is the one we encourage everyone to use) will be to enter the Margaret C. Clifford parking lot on Second Street (next to the Fish and Calatizzo entrance) and proceed through the parking lot to Auburn Avenue (You will exit the parking lot onto Auburn Avenue). We will have a staff member at our side entrance that will open your car door and let your child out of the car at 8:45 a.m. Another staff member will be at the door to let your child in the building.. The students will then sit in the hallway and wait for the 8:50 a.m. bell. There will also be a staff member with the students in the hallway. When the students hear the 8:50 a.m. bell, they will proceed to their classrooms. We will start opening the car doors at 8:45 a.m. If anyone arrives before that time, please remain in the car line until 8:45 a.m. **IF THE CAR LINE REACHES THE ENTRANCE TO THE PARKING LOT, PLEASE TRY TO FIND AN AVAILABLE PLACE TO PARK YOUR CAR AND USE OPTION #2. PLEASE DO NOT BLOCK THE ENTRANCE TO THE PARKING LOT, AND DO NOT PARK IN THE FISH AND CALATOZZO PLAZA.**

Option #2 - The second option is parking your car and walking your child to the entrance of the building (Please remember to use the crosswalks).

We would like everyone to try and use Option #1 to keep many parking spots open. The other advantage of using Option #1 is that we will not have as many cars trying to leave the parking lot where the school buses enter.

This procedure has created a safer and effective “drop off” procedure in the morning.

CLIFFORD DISMISSAL PROCEDURE

Option #1- Arrive between 3:10 p.m. and 3:25 p.m. Parents can start to enter the building around 3:25 p.m. The students being dismissed from school will be assembled in the cafeteria . The problem of no available parking occurs when everyone arrives between 3:00 p.m. and 3:15p.m. If at all possible, try to arrive after 3:15 p.m., there should be more parking available at that time. We have staff that will wait with your child in the cafeteria until you arrive. **Please arrive no later than 3:35 p.m.**

Option #2- There is parking available on the street in front of the fenced area. We can fit four additional vehicles on the street next to the fence. **PLEASE DO NOT PARK ON THE STREET BETWEEN THE TWO ENTRANCES TO THE PARKING LOT. THE BUSES PARK HERE WHILE THEY ARE WAITING TO MOVE UP IN THE BUS LINE.**

REMINDER – PLEASE DO NOT PARK IN THE FISH AND CALATOZZO PLAZA.

General Charles G. Harker School

ARRIVAL: When dropping off your child at Harker during regular arrival time, parents must use the main parking lot. **Please do not pull up to or park along the front curb of the school. The lane directly in front of the building is exclusively for school buses**

during student arrival and dismissal times. Children are only to be dropped off at the designated crosswalk area in the main parking lot area. Once a staff member is available at the entrance for the bus lane, and the buses have been offloaded, the lane will be opened for additional parent drop-off. Please obey staff members on duty who will direct you which lane to use. You may escort your child through the parking area, by way of the crosswalk in the bus lane, to the student drop-off entrance located outside of the gym. Again, please do not allow your child to walk through the parking lot, in front of, or behind any vehicles without an adult escort. Students **will not** enter into the main entrance.

When picking up your child at the end of the school day, you must park your car in the main parking lot area and enter the building marked Student Pick-Up. Staff members will be monitoring the entrance. Parents may need to wait for a few minutes until the students arrive from their classrooms. Parents/guardians picking-up their children **MUST** show identification **everyday** even if they are recognized by a staff member. Please understand this is for the safety and security of the children.

Governor Charles C. Stratton School

When dropping off **Charles C. Stratton** students during regular arrival time, parents must use the main parking lot. Please do not pull up to or park along the front curb of the school. That lane is exclusively for school buses. Children are only to be dropped off at the designated crosswalk area in the main parking lot area. A staff member will be present to assist the children at the crosswalk. Please do not allow your child to leave your vehicle unescorted. Children may also be escorted by a parent from the parking area, on the crosswalk, to the atrium or side door which are monitored by a staff member. When picking up your child at the end of the school day, you must park your car in the main parking lot area and proceed to the back playground doors to enter the cafeteria sign-out area. You will then exit through the front door of the school to the parking lot.

BICYCLE SAFETY

The New Jersey State Law 39:4-14-2 states: Operating Regulations. “Every person operating a bicycle upon a roadway shall ride as near to the **RIGHT SIDE** of the roadway as practicable, exercising due care when passing a standing vehicle or one proceeding in the same direction.” In addition, please note that all children under the age of fourteen riding a bike, even as a passenger, must wear a properly fitted and fastened bicycle helmet. Students who have permission to ride their bikes to Walter Hill School or Stratton School must have a current permission slip on file. Permission slips are sent home the first week of classes.

Persons riding bicycles upon a roadway shall ride in **SINGLE FILE** except on paths or parts of the roadways, set aside for the exclusive use of bicycles. When a usable path for bicycles has been provided adjacent to a roadway, bicycle riders shall use such path, and not use the roadway.

It is recommended that no student be permitted to ride a bicycle to and from school during periods when snow or ice is on the ground or during inclement weather.

Students are required to walk their bicycles when on school property.

Skateboards, scooters, sneaker skates, and in-line skates are not permitted on school property during school hours. Because of the increasing volume of vehicular and pedestrian traffic, it is recommended that students **WALK** to school, if possible.

SAFE WALKING

It is of primary importance that students get to school and return home safely. Parents are urged to stress to their children the importance of following safe walking rules:

1. Plan the safest way to school and follow it every day.
2. Cross the street only where there is a crossing guard.
3. Where available, use sidewalks. **NEVER** play in the street.
4. Do not use short cuts over lawns and private property.
5. **UNDER NO CIRCUMSTANCES SHOULD A CHILD ACCEPT A RIDE WITH A STRANGER.**

STUDENTS REMAINING AFTER SCHOOL

As much as parents want to know where their children are at all times, the following policy is being set forth:

- Should it become necessary during the course of a week for a student to remain **MORE THAN THIRTY (30) MINUTES** after class session, he/she will be given one day's notice.
- A student in detention/Twilight will not be excused from staying after school unless he/she has a written note from home. It is understood that the detention/Twilight will be made up at a later date..

If a student is scheduled for after-school detention, Twilight, or extra curricular activities, it is the responsibility of the parent/guardian to make arrangements for picking up the student. **No busing is provided for students remaining after school.**

RELEASING STUDENTS FROM SCHOOL

Should it become necessary for a student to leave school early for any reason the parent/guardian **must contact** the school. For the protection of all students, the district has a strict policy whereby students are released only to their parents, guardians, or other authorized persons. Parents/guardians must first report to the Main Office when picking up their children.

Early Dismissal/Parent Pick-Up Procedures

1. Notify the teacher in advance in writing if at all possible. Use the district's Communication Form available on the website.
2. Report to the Main Office with valid photo ID to sign out your child. Please remain in the Main Office until your child arrives.
3. If you cannot personally pick up your child, you must inform the school of the arrangements you have made to have the child picked up. **NO CHILD WILL BE RELEASED TO ANYONE OTHER THAN A PARENT OR LEGAL GUARDIAN**

UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE AND PARENTAL PERMISSION HAS BEEN SECURED BY THE OFFICE PERSONNEL.

4. If there are court orders that indicate certain persons cannot pick up a child, a copy of the order must be in the child's permanent record.
5. The office personnel WILL REFUSE to release a child if they do not know the adult who is calling for the child or if the proper arrangements have not been made or proper photo ID is not presented.
6. When all of the above procedures have been followed, an authorized signature must be placed in the student sign-out book or on the district Chromebook indicating who has accepted responsibility for transporting the child home.
7. District staff have been instructed to release children only after the above procedures have been completed.

Bus Stop Concerns

Parents and/or guardians are reminded to please be at the bus stop on time in the morning and the afternoon to supervise their children for safety reasons. This is for the safety and security of all students at the bus stop.

After School

Should a parent have an emergency situation, please notify the school prior to dismissal time if you cannot be at the bus stop to meet your child. The school district, in turn, will make sure your child does not board the bus that day.

If your child has already boarded the bus and you have an emergency situation (a parent cannot be at the bus stop), please call the school. We will then notify transportation of the problem. Transportation will forward the information to the bus driver through the dispatcher. The bus driver will bring the student back to the school and the parent will be contacted by the school.

Even if your child has already gotten off the bus at his or her stop, and you have an emergency situation (a parent cannot be at the bus stop), please notify the school immediately. The school will check with the Transportation Department. If necessary, we will forward the information to the police.

The bus drivers are also aware of the children that are picked up by a parent or guardian after school at each bus stop. Before the bus drivers leave a bus stop, they review the situation for established routines in making sure a parent or guardian picks up the children.

It is always good to have a contingency plan in place with your child. For example, if the bus has left the bus stop, your child will know to go home with a neighbor's child if he/she does not see you at the bus stop. Or, your child knows to go to a neighbor's house if you are not there.

EMERGENCY SCHOOL CLOSING

SCHOOL NUMBER 826

**EMERGENCY CLOSING PROCEDURES
SCHOOL CLOSING NUMBER 826**

The school district will announce school closings, early dismissal and delayed openings via the radio and television as well as the district's website;

www.swedesboro-woolwich.com.

Tune to TV channels 3, 6, 10 or 29 or listen to KYW radio 1060 for information regarding;

1. Cancellation of the school day
2. One hour delay
3. Early dismissal*

As part of the notification process, parents should tune in to the television and radio stations previously noted. In addition, the School Messenger Communication System will go into effect. School Messenger will automatically call all students' home telephone numbers. **Only in the event of an early dismissal**, if the School Messenger Communication System reaches an answering machine, a staff member will attempt to contact parents at their work/emergency telephone numbers. However, parents should be advised that breakdowns occasionally do occur. Please be prepared to follow your personal emergency plan for the pick up of your child or the meeting of him/her at his/her assigned bus stop.

The cancellation of the entire school day- Please note that the school district will contact parents at approximately 6:00 AM utilizing our School Messenger Communication System. Decisions to close school are communicated to the media by 5:30 AM. As a result, school-closing information should be broadcast by the media by 6:30 AM. Furthermore, please feel free to phone **856-241-1552** for a tape-recorded message confirming the school closing information or access our school website at www.swedesboro-woolwich.com.

A one-hour delay to the start of the school day – Again, notification of this decision will be communicated to parents in the same manner as noted above. With respect to transportation, student pick up will be in the usual location but will be one-hour later than the normal operating day. The one-hour delay schedule is noted below:

A two-hour delay to the start of the school day will result in arrival and dismissal time adjustments listed below.

School	Arrival	Dismissal
General Charles G. Harker	10:25 AM	3:00 PM
Governor Charles C. Stratton	10:35 AM	3:10 PM
Walter Hill School	10:45 AM	3:25 PM

Pre-K & Kindergarten

Margaret Clifford School

10:45 AM

3:25 PM

An early dismissal prior to the regular dismissal time- In the event of this situation, the decision to close school early will be made by 11:30 AM. Should you have a question as to whether the schools are closing in the district, parents are requested to call 856-241-1552 to access a recorded message. Furthermore, as part of the notification process, parents should tune into the television and radio stations previously noted. **Please be prepared to follow your personal emergency plan for the pickup of your children or the meeting of them at their assigned bus stop.**

Comet Care - Before and After-School Program

Main Contact Number: 856.922.9353

Harker Number: 856.922.9356

Stratton Number: 856.922.9355

Clifford number: 856.922.9354

ATTENDANCE

Students must attend school unless they are ill or absent for a religious holiday, death in the family, or “Take Your Child to Work” day. If a student is absent for any other reason, it is **unexcused**. Excessive unexcused absences may result in a student being retained. Please refer to Board Policy #5113. When a student returns from an absence, he/she may be required to bring a written note explaining the absence from the parent/guardian. This will help document the absence in his/her academic record.

A Doctor’s note is required if the child has had:

1. A contagious disease (see page 22)
2. An absence of 5 or more days due to illness

A student must be present for at least one hour of an AM or a PM session to be counted present for that part of the day. A student must be in school one hour during both the a.m. and p.m. sessions in order to be considered **present**.

Any absence of a student from school can be detrimental to the child’s academic success. While some absences can be expected due to illness or emergencies, other absences should be kept to a minimum. If you are planning a family vacation during school days, please notify the main office of the dates your child will be absent. **Vacations are unexcused absences**. In the event of an unexcused absence, **PARENTS** are responsible to ensure that the child completes all academic material covered in the classroom during the child’s unexcused absence. Academic work affecting the child’s grade will be provided to the parent upon the student’s return to school. It is the **PARENT’S** responsibility to have the child complete and return the work to the teacher.

If a student is going to be absent, the parent should notify the school as soon as possible. If a student is late, he/she must bring a note explaining the reason for being late from the parent/guardian and/or the parent must sign in the child at the office. *The Board of Education will act in accordance with 18A:38-27 should truancy issues arise.*

NOTE: If your child is absent from school for the day, he/she will not be permitted to participate in any after-school or evening activities or events unless prior approval of the Principal is received.

A student must be in attendance for 162 or more school days in order to be considered to have successfully completed the instructional program requirements of the grade to which he/she is assigned.

For 10 or more cumulative unexcused absences, the student is considered truant pursuant to law and legal action may be taken.

Students may be denied participation in extra-curricular/co-curricular activities if their attendance fails to meet attendance requirements.

ACADEMIC GRADING/ASSESSMENTS

REPORT CARDS

Students receive their report cards 3 times a year at the conclusion of each trimester. Preschool Disability and Modified Preschool students **do not receive** Report Cards.

GRADING SYSTEM

Clifford and Stratton:

Standard Based Grading: A grading system in which a scale of 1-4 is used to assign student grades aligned to Learning Scales linked to the New Jersey Student Learning Standards. This grading system is utilized in grades K-6.

Harker And Hill:

Traditional numerical based grading.

STUDENT ASSESSMENT

NJSLA

The New Jersey Student Learning Assessment is computer based assessment for students in grades 3-12. It measures student proficiency with the New Jersey standards for English Language Arts and Mathematics.

These high quality, computer-based K-12 assessments in Mathematics and English Language Arts/Literacy give teachers, schools, students and parents better information whether students are on track in their learning and for success after high school, and tools to help teachers customize learning to meet student needs.

Teachers also utilize Fountas and Pinnell Reading Assessment and DIBELS. Please click on the links below for more information.

www.fountasandpinnell.com/bas/
<https://dibels.uoregon.edu/assessment/dibels>

The **OLSAT (Otis Lennon Aptitude Test)** is given to every 2nd grader in April. This test serves as one of several indicators to determine eligibility into the Gifted and Talented Program (Grades 3-6), as well as provides valuable information for individual student differentiated instruction.

HOMEWORK

Homework is a planned part of the curriculum, extending and reinforcing the learning experience of the school and should be designed to meet the needs of the student. Projects, remedial assignments, completion of unfinished work, and research and study are all acceptable as homework. Grade level policies on homework can be found on the district's website. Teachers routinely review homework expectations during the annual "Back to School Night."

Students in Pre-K through 2 will use folders for homework assignments and/or communication. Students in grades 3 through 6 use an Assignment Book and a take-home folder. Instructions for use of the Assignment Book are outlined in the book. Other homework may be assigned through Google Classroom and require access to their Chromebooks.

FIELD TRIPS

Students may attend, **only with the written permission of the parents/guardians**. When a trip is planned, permission slips are sent home to be signed and returned immediately. Children are required to ride the school bus to and from the destination.

Arrangements can be made for chaperones to meet at the venue of the field trip. **No** chaperones will be permitted to ride the buses with students. Students are **not** permitted to ride in a vehicle with their parents to or from the field trip.

PARENT/GUARDIAN PARTICIPATION IN SCHOOL

Parents are a welcome and vital part of the educational process in the Swedesboro-Woolwich School District. Parents are encouraged to volunteer and participate in the education of their children; however, please keep in mind, managing a safe environment for all students is our priority. In the interest of student safety, **all parents must follow these rules:**

- Every parent entering the school for any reason must sign in at the Main Office and show valid photo ID to receive a Visitor's Pass.
- Visitors are not allowed on the school grounds or in the building while school is in session without the expressed permission of the building Principal/Vice Principal/or Admin Designee.

- When visiting the school building, parents must follow rules regarding: confidentiality, food policies, photography, and building specific guidelines.
- Classroom instructional/parent volunteers must adhere to district policy, have submitted their volunteer fingerprints and must have completed the District Volunteer Training Program.
- If necessary, the District's SRO may be called to ensure compliance.

HOLIDAYS/CELEBRATIONS

The primary mission of the school district is teaching and learning through the academic curriculum; however, students can have enriching, learning experiences in school by participating in family and/or cultural traditions of other countries, faiths, etc.

In most instances, the district chooses to acknowledge special secular and non-secular holidays throughout the year, such as Thanksgiving, Christmas, Kwanzaa, Hanukkah, Valentine's Day, etc. The district does not, and is prohibited by law to, endorse any religion or faith, and it takes care to avoid endorsing the beliefs, practices, and/or traditions of the majority religion. ***Teaching about religious holidays is permitted. Endorsing religious holidays is not.*** Celebrating religious holidays in the form of religious worship or other practices is unconstitutional. Objectively presenting a holiday that furthers a genuine secular program of education is constitutional, as long as it does not have the effect of endorsing, advancing, or inhibiting religion. Special school events, assemblies, concerts, and other such programs should be designed to further a secular and objective program of education and must not focus on any one religion or religious observance.

NOTE:

There are building specific requirements with respect to people attending classroom parties.

The Walter Hill School **does not** participate in holiday parties. 6th grade dances are provided in place of parties.

Harker, Stratton and Clifford Schools:

Holiday parties are run by teachers and room parents. Siblings are not permitted to attend.

Please note: Food from the approved snack list may be brought in for classroom parties.

Each person attending **MUST** be on the Guest List, provide valid photo ID, and wear an ID tag at all times while in the building.

PARENT-TEACHER ORGANIZATION (PTO) "Comet Community"

The SWSD PTO coordinates volunteers for school-wide events throughout the school year. PTO sponsors various fundraising activities with the focus on enriching our students' experiences while providing support and additional resources to our classrooms.

Information with regard to PTO Membership can be located at our district website: www.swedesboro-woolwich.com.

Please feel free to check out our sites on social media as well on Facebook and Instagram!

Please Note: The events sponsored by PTO are special moments for the parent/guardian and their child. Please make every effort to follow the district guidelines on who can participate in each sponsored event.

PARENT INFORMATION PROGRAM

Parents are kept informed of school district and classroom news through School Messenger System, district or school/classroom newsletters, Comet Clips, monthly calendars, student daily assignment books, and student communication folders. The school district website can be utilized as well. The district maintains vigilance in the monitoring of all situations that may require immediate parent/guardian notification.

SCHOOL BREAKFAST

The District now offers a breakfast in the classroom program, wherein students may choose to pre-order breakfasts every day. Please contact the Food Service Director for the Google doc pre-order form to opt in or out of the breakfast program. Breakfasts are \$1.50, and include 1 breakfast bar/muffin, a fruit, 100% juice box, and a milk. Student meal accounts will be charged accordingly.

Homeroom teachers at Clifford, Stratton and Harker will have breakfast available when their students arrive each morning. Hill students may enter the cafeteria upon arrival to school each morning and pick up their breakfast.

SCHOOL LUNCHES

Generally, students are assigned a fixed lunch schedule to eat with their grade level peers. Appropriate behavior befitting mealtime is expected at all times while students are eating lunch. Weather and staff permitting, students go out for a short recess period after eating their lunches. Students who are disruptive or disrespectful may lose lunch recess time at the discretion of the adults in charge and/or Principal/Vice Principal of the school.

Free and reduced lunches are available for those who qualify. Applications will be sent home in September to all parents, and are also available to fill out online through the District website. **Applications for free and reduced lunches must be completed for each**

child and returned promptly to school. Applications expire every September so be sure to renew every year.

The School Board contracts with an outside company, Nutri-Serve Food Management, to manage the food service program in the district. The following details are provided for your information:

Ordering

Students will have a choice of two entrees each day. Students are limited to purchasing a maximum of two snacks per day with lunch.

Service

The “Offer vs. Serve” program is in place in the district. OvS is a policy for reimbursable meals that allows students to decline a certain number of food components in the meal in order to reduce plate waste and food cost.

Students are allowed to decline 2 of the 5 required food components, but **must select** at least ½ cup of either fruit or ½ cup of vegetable. The student’s decision to accept all 5 food components or decline 2 shall not affect the price charged for the meal. The lunch price is a unit. The 5 Food Components are:

1. Fruit
2. Vegetable
3. Milk
4. Grain
5. Meat/Meat Alternative
6. Bonus foods (offered occasionally)

Fresh fruit and chilled fruit will be offered each day as a choice for the fruit component of the meal. All students will have the opportunity to purchase a la carte items as they go through the lunch line. Students are not permitted to charge any a la carte items. Milk and snacks will also be available for students who bring their lunch from home; however, as stated earlier, students will be limited to purchasing only two snacks per day.

No student will ever be denied a breakfast or lunch - regardless of meal account status.

They are allowed to charge a meal - but not a la carte snacks.

Flexibility in Payment

School lunches are \$3.00 per day for full price lunch. Payment may be sent to the school through the student’s homeroom in an envelope clearly indicating the student's name and the amount, or can be made online through the Lunchtime Payment Portal . * **Be sure to submit your Free and Reduced Lunch Applications, update as needed. Applications available on the District home website under the Parent tab/cafeteria, or paper copies are available in the Board Office.**

Swedesboro-Woolwich School District is excited to introduce “*NutriSlice*,” which offers customers access to daily menu choices and nutritionals. You can access menus on the school website, click on the fork/knife icon, as well as download the NutriSlice application in your mobile app store. If you have any questions, you may contact the Nutri-Serve Food Management Food Service Director.

Swedesboro-Woolwich School District has partnered with two software companies in order to enhance your child’s lunch experience by reducing the amount of time your child spends in the cafeteria line, thus giving him/her more time to eat and enjoy recess time. This program allows you to monitor and fund your child’s account from the comfort of your home. The Lunchtime Payment Portal link is available on the school district’s website <http://swedesboro-woolwich.com> - located under the Parents Website/Cafeteria tab.

Link to Lunchtime payment portal: <https://schoolpaymentportal.com/Login.aspx>

When adding a student lunch account:

Enter a zero before the grade; ie 2nd grade = 02

Kindergarten full day = KF

3y/o kindergarten half day = 3H

4y/o kindergarten half day = 4H

3y/o kindergarten full day = 3F

4y/o kindergarten full day = 4F

Lunchtime is dedicated to help facilitate Directors of Child Nutrition and parents in becoming partners in their child's nutrition program. This is done by giving parents password protected access to adjust their child's account via the Internet. Parents using Lunchtime have the ability to review their child's daily purchases at the school level, set daily or weekly spending limits for their kids, and even send messages to the school cafeteria cashiers regarding their child. If a student has a doctor’s note indicating any dietary restrictions, and/or allergies, please contact your school nurse to update your child’s file. A note can be placed in meal account so that the cashiers know if/when a food is restricted for a particular student.

- Parents can view purchase history by type, days and dollar amount.
- Parents can view all deposits made into their account.

In addition, Lunchtime is the secure website used to deposit funds into your child’s account using either a credit card or checking account. Funds deposited into Lunchtime automatically transfer into your child’s account and can be monitored online. Please note a nominal convenience fee is incurred when using this feature.

There are two additional options for payment:

1. **Paying on a daily basis:** Please place money in an envelope with the student's full name and ID#, teacher's name and amount of money enclosed.
2. **Deposit Money in your child's POS account** Deposits can be placed in an envelope accompanied by the student name and ID#, amount deposited and the name of the homeroom teacher and sent to the school. If the check is to be divided into more than one account it is necessary to write on the deposit envelope the names of the students and the amount to be deposited into each account. Checks should be made payable to CAFETERIA.

Charging

In the event a student forgets to bring his/her lunch money, he/she will be permitted to "charge" breakfast and/or lunch through the cafeteria staff. A note will be sent home/emailed weekly with the student advising parents/guardians that a charge was made and reimbursement is expected immediately. Charging is not permitted for the purchase of any snacks.

All Charge Letters will be sent home/emailed weekly to reiterate that lunch payment is required on a daily basis.

If you have any questions or suggestions, either now or during the school year, please contact Gina D'Adamo, Food Service Director at 856-241-1552 x1097, gdadamo@swsdk6.com.

LUNCH AT THE MARGARET C. CLIFFORD SCHOOL PROCEDURE FOR PRESCHOOL, SPECIAL EDUCATION STUDENTS AND THE ENRICHMENT KINDERGARTEN PROGRAM

Students in the preschool and special education program at the Margaret C. Clifford School may purchase lunch for \$3.00 each day. *This program is only for full day kindergarten enrichment and preschool students, and students who are in a special education program.* The students will order their lunch by telling their teacher. There are 2 lunch choices each day. Milk is also available for \$.50 each day. Students in the enrichment program may also purchase milk.

HEALTH OFFICE

School Nurses

School nurses for the Swedesboro-Woolwich School District are health specialists who assist students and staff in attaining and maintaining optimum health and in promoting positive health habits and attitudes. Each nurse is licensed by the New Jersey Board of Nursing and certified according to standards of the New Jersey Department of Education.

Coordinating the health referral process and communicating these health findings to parents/guardians are part of the school health program. Also, maintaining health histories, including immunization data, screenings, and referrals are the responsibility of each school nurse.

Health Office Services

The school nurses are responsible for the assessment of each student's health status, which includes ensuring physical examinations are done by the student's medical family doctor. If there is no medical family doctor, then, with the parent/guardian's permission, the school physician will do the physical examination at no cost.

It is strongly encouraged for parents/guardians to obtain subsequent medical examinations of the student at least one time during each developmental stage. During the Early Childhood stage, the physical examination is required when entering preschool or kindergarten. During the pre-adolescence stage, the physical exam is recommended in grades 4 through 6.

The school nurses are involved in the health education program in the school district. By providing health instruction and counseling for students, parents, and staff, and teaching health classes, as the workload permits, the nurses try to promote optimum health to the community.

Additionally, as an active member of the Child Study Team, the nurses participate in interpreting significant health findings that may help in the assessment and assignment of an appropriate special education program.

First Aid and Medication Policy

Simple first aid can be given by the nurse for injuries received by a student at school. If a child exhibits symptoms of an illness at home, he/she should not be sent to school, and

he/she should see the family physician. School policy states that any conditions arising at home, no matter how small, are not treated at school.

In accordance with the district Board Policy #5330, no medication shall be taken at school except under the following conditions:

No medication will be administered to students in school except by the school nurse or another registered nurse serving as a substitute to the school nurse, or the student's parent.

Medications administered in school must be:

- Delivered in its original labeled container by a parent or responsible adult
- A signed doctor's order for the medication for prescription and OTC medication including cough drops, sunscreens or any skin creams
- Signed by a parent

Medication no longer required must be promptly removed by the parent/guardian.

In the case of a life-threatening illness such as asthma or anaphylaxis the student will be able to self-administer medication when a nurse is not physically present at the scene provided physician permission for such administration is on file in the office of the school nurse.

Exclusion for Contagious Diseases

If your child develops any of the following diseases please notify the school nurse so that they can provide direction given to them by the Gloucester County Health Department. Any child who has been ill with any of these diseases must have a doctor's certificate before he/she returns to school.

1. **MEASLES** (Rubeola)
2. **GERMAN MEASLES** (Rubella)
3. **CHICKENPOX** (Varicella)
4. **MUMPS.**
5. **PERTUSSIS (WHOOPIING COUGH).**
6. **STREPTOCOCCAL INFECTIONS (SCARLET FEVER, SCARLATINA, STREP THROAT)** – Until acute illness is over or 24 hours after specific antibiotic therapy is begun by the child's physician

In order to prevent the spread of contagious disease and per the protocol of Swedesboro-Woolwich school physician. parents should keep children at home if they have any of the following symptoms:

- Vomiting/diarrhea (should not return to school for 24 hours after last episode)
- Sustained cough with shortness of breath
- Rashes of unknown origin or any draining sores
- Fever (should not return to school until fever free without fever-relieving medication for 24 hours)
- Earache

If any of these symptoms are found in a child in school, parents/guardians will be notified, and the child may need to be picked up from school. This is done to protect the health of the whole school, as well as that of the student.

EMERGENCY INFORMATION

A current emergency file card is kept for each student, which includes home and business address, telephone numbers of each parent/guardian, and another adult who would assume temporary responsibility in emergency situations, the name and telephone number of the hospital of choice, and medical information such as chronic disease conditions and allergies. The parent should notify the school office immediately if this information changes.

STUDENT RECORDS

The Swedesboro-Woolwich School District maintains student cumulative folders, which include only those student records mandated by law, rules of the State Board of Education, authorized administrative directive, and/or those permitted by the BOE.

STUDENT CODE OF CONDUCT

BOE Policy #8330

Disciplinary action will take place when a student's actions interfere with the right of teachers to teach and the right of students to learn; threaten the safety/welfare of others; violate state or federal statutes, Board of Education policies; and otherwise disrupt the good order of the school.

Teachers, staff members and the principal have a duty to enforce the Student Rules and Disciplinary Procedures. Parent cooperation will be sought and is vital to help any student who must improve his/her behavior.

STUDENT CODE OF CONDUCT **STUDENT DISCIPLINE**

Proper discipline with respect to children is a shared responsibility – it involves a mutually supportive working relationship between the home, the school, and the community at large. As in the instructional process, student discipline takes into account the uniqueness of the individual. Disciplinary action strives to initiate a favorable change in student behavior. The ultimate goal of all action shall be to develop self-discipline on the part of the individual. The promotion of a student's self-image and self-esteem will be instrumental in achieving this goal. Consequently, disciplinary action shall always attempt to meet the following criteria:

1. Counseling will be provided explaining what behavior is considered non-acceptable.
2. The disciplinary action will be fair to the individual in view of the nature of the offense.
3. The disciplinary action will be fair to all other students involved.
4. Notice will be given to parents/guardians detailing the offense and disciplinary action. The notice will also indicate what consequences to expect if the undesirable behavior is not corrected.

NOTE: See district/school website for specific school code of conduct.

The school's main concern is the education and safety of the children. For any school to be successful, it is imperative that all children have a stake in that success. In order to ensure this takes place, all students must obey the rules and regulations that have been established by the teacher and the school. Each teacher will provide specific discipline guidelines, which include behavioral expectations, consequences, and rewards. The school also has a set of rules that are to be followed. The school-wide rules incorporate the district theme, **“Respect, Responsibility, Peace, and Caring.”**

SWEDESBORO-WOOLWICH SCHOOL DISTRICT

“Respect and Responsibility”

1. Students are expected to use polite language and show respect towards fellow students, adults, and visitors at all times and at all school functions.
2. Students should always pass in a quiet and orderly manner on the right side of the hallway and stairwell.
3. Students must use a hall pass when passing through the hallway and other parts of the building during class time without a teacher.
4. Restrooms may be used only after permission has been obtained from a teacher. During lunch/recess, permission to use the restroom must be obtained from the teacher/teaching assistant or lunch aide in charge. At all times, students should use the closest restroom.
5. Classroom and office telephones are for emergency use only. Permission must be obtained from a staff member.
6. Gum chewing is not permitted at any time in school.
7. All eating and drinking is restricted to the cafeteria unless permission is given to permit food elsewhere. Students may purchase lunch or bring a bag lunch. Candy and soda are not permitted. Food may not be ordered for delivery.
8. Cell phones, Ipods, electronic games, electronic tablets, toys and any other items that interfere with the learning environment and order of the school are not permitted. Such items will be confiscated and redeemed by parents.

9. Students are not permitted to sell food and other items of any kind in school to fellow students.
10. Students may not wear hats in school and must observe the Board of Education dress code policy.
11. Students may not bring sports equipment from home for use during recess. All recess equipment will be provided by the school.

USE OF COMPUTER AND THE INTERNET

STUDENT CODE OF CONDUCT

The Swedesboro-Woolwich School District is pleased to offer students access to a computer network for the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the USE OF COMPUTERS AND THE INTERNET Permission Form sent home early in the school year. Should a parent prefer that their child not have internet access, use of the computers is still possible for more traditional purposes such as word processing and access to other educational software that may be installed on the computer.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused with appropriate discipline to be assigned as per overall student code of conduct. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything they would not want their parents or teachers to see.

COMPUTER NETWORK RULES

Privacy: Network administrators will review communications periodically to maintain system integrity and will ensure students are using the system responsibly.

Storage capacity: Users are expected to remain within allocated disk space and delete materials which take up excessive storage space.

Illegal copying: Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language: Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Rules of Appropriate Use

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folders, work or files.
9. **DO** notify an adult immediately if you encounter materials which violate the rules of appropriate use.
10. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

SCHOOL PROPERTY

Normal wear and tear on books, supplies, equipment and other school property is to be expected. However, if deliberate damage or destruction is caused by a student, his/her parents are legally and financially responsible and must assume the cost of repair or replacement. If books are lost or destroyed through carelessness, an appropriate charge will be made.

STUDENT SEARCH

The Swedesboro-Woolwich Board of Education recognizes that the privacy of students may not be violated by unreasonable search and seizure and directs that no student be searched unless in accordance with district policy #5770.

The Swedesboro-Woolwich Board of Education acknowledges the need for the in-school storage of student possessions and provides storage places, including desks and lockers for that purpose. However, in no such places shall students have such an expectation of privacy as to prevent examination and search by school officials. School authorities are charged with the responsibility of ensuring the safety and well being of the students. In the discharge of that responsibility school officials will search lockers and other storage areas whenever there is cause to suspect the presence of a substance or object the possession of which is illegal or possesses a hazard to the safety and good order of the schools.

BUSING **STUDENT CODE OF CONDUCT**

Eligible students are assigned to a bus and he/she must ride on the assigned bus at all times. No child will be allowed to change buses to visit another child's home or ride another bus to any activities after school unless prior permission is obtained from the Principal or Vice Principal and the Transportation Department. At least 24 hours notice must be given and bus seating must be available. A note from the parent asking permission for this change is required. If a student is not a bus child or on a regularly scheduled bus route daily, **he/she will not be given special permission to travel on a bus for any reason.**

The bus driver is in charge of the bus, and students are to obey him/her and treat him/her with respect at all times. Disorderly conduct will be reported to the school and addressed by the Principal or Vice Principal. Any student who is disruptive may be suspended from the bus or from school. These procedures and expectations are for the protection of all students. **Parents are reminded not to board the bus or flag the bus driver once the bus has departed from a designated stop. Any disruption of a designated bus route by a parent may result in a loss of bus privileges for the child and possibly notification of law enforcement.**

BUS NOTICE: Students suspended from the bus must be transported to and from school by his/her parent/guardian until the suspension is terminated. **Riding the school bus is a privilege** and with that privilege comes the responsibility for each student to behave in an orderly and safe manner.

STUDENTS' BEHAVIORAL EXPECTATIONS ON BUSES

Parents should discuss bus behavior with their children, emphasizing the following points:

1. Sit in your assigned seat. **Seat belts must be worn at all times.**
2. **Remain seated at all times** unless directed to move by the bus driver.
3. Talk in a low voice only to your near neighbor; loud noises distract the driver.
4. Keep feet, arms, books, and other objects out of the aisle so others won't trip on them.
5. NO EATING OR DRINKING IS PERMITTED ON THE BUS AT ANY TIME. This is especially important regarding students with food allergies.
6. Keep silent while crossing railroad tracks and when the bus driver signals for quiet.
7. Report problems to the bus driver who will take care of them or report them to the Principal.
8. Never push, crowd, shove, or argue over being first on the bus. Students have assigned seats.
9. Never put arms or heads out of the bus windows.
10. Never shout out of the window or throw out any objects.
11. Respect the bus driver in manner/speech at all times and obey him/her promptly/cheerfully.
12. Follow the driver's directions for seating, silence, and movement on and off the bus.
13. Do not throw or leave trash in the bus.
14. Do not open or close windows without the driver's permission.
15. Do not chew gum on the bus.

16. Be on time; the bus will not wait.
17. Never stand in the roadway; keep to the side.
18. Behave in a safe way while waiting.
19. Wait for the driver's signal to cross the road or move toward the bus. Walk in giant steps in front of the bus so the driver can clearly see you.
20. Do not damage surrounding property while waiting.
21. Treat bus equipment as you would valuable furniture in your home.

Surveillance

In order to enhance students' safety during their transportation to and from school, each of the buses has accessibility to a video camera for recording purposes. Research has revealed that these cameras have proven useful in the review of driver techniques in the handling of various discipline problems that may occur on the buses. These cameras will be placed randomly on buses and may be randomly viewed. **Please note, due to confidentiality, parents are not permitted to view the camera footage.**

Missing the Bus

At times, a student may miss getting on his/her bus at the end of the day. The following instructions will help the parent/guardian and school to ensure the safety and well-being of the student.

***If a child misses the bus due to his/her fault, it is the responsibility of the parent to transport the child home.

CALL THE SCHOOL FIRST

If a child does not get off the bus as expected, **CALL THE SCHOOL FIRST; DO NOT DRIVE TO THE SCHOOL.** District phone number 241-1552; follow the prompts to receive your school.

Margaret C. Clifford	Prompt #4	#3000 or #3003
Charles C. Stratton	Prompt #2	#1088 or #1000
Walter H. Hill	Prompt #3	#2000 or #2011
Charles G. Harker	Prompt #5	#4002 or #4003

Questions with regard to transportation issues should be directed to the Transportation Coordinator, Mrs. Chrissy Panebianco 856-241-1225 ext. 1006.

STUDENT RECOGNITION PROGRAMS

STUDENT LEADERS **GRADES 5 and 6**

This program develops and enhances leadership qualities, and develops students' abilities to guide and assist other students. Student leaders are chosen from the fifth and sixth grade with the recommendation of the program's advisor and approval of the fifth and sixth grade teachers. The advisor and teachers then discuss and approve a final list. Approximately twelve students from each grade level are chosen.

Student Leader Expectations

1. Demonstrate, accept, and assume leadership roles.
2. Cooperate, contribute, and share in the work of the student leader group.
3. Demonstrate respect for all students. Student leaders are honest, courteous, and polite.
4. Demonstrate prompt attention to tasks as assigned by the student leader advisor. Efficiency of performance will be continually monitored.
5. Maintain academic standards and expectations as required by classroom teachers.

Minimum Standard of Performance

1. Demonstrate excellent behavior throughout the course of the school year.
If an office referral occurs, the student leader will be on probation. Two referrals will result in an automatic removal from the program.

Failure to meet the above mentioned expectations will result in a student leader's removal from the program. This will be a joint decision made by the Principal, the program advisor, and the sixth grade teachers.

Awards Assemblies are held four times throughout the year and each student has the opportunity, based upon the above criteria, to receive one or more awards during the year.

Parents/guardians whose children are selected for an award will receive a special letter inviting them to attend the Awards Assembly to witness the ceremony. Students are not advised in advance of the award, and parents/guardians are requested to keep it a secret.

MUSIC PROGRAM

Instrumental

Band instruments, which include Flute, Clarinet, Saxophone, Trumpet, Trombone, and Percussion (drums), are started in the **fifth grade and progress through the sixth grade.**

The fifth and sixth grade instrumental members participate in Band. Both bands participate in a Winter Program for the school and an evening program for the parents, and a Spring Program for the school and an evening program for the parents.

Chorus is an elective and begins in the third grade and progresses to grade six. The Chorus members also participate in the concerts throughout the school year.

General Music

First grade and second grade classes will play rhythm instruments and participate in movement activities. Songs and music may relate to classroom themes.

In third grade, students will play rhythm scores for basic rhythm instruments as well as learn the basic music symbols, lines and spaces, and rhythms. Students will also create their own rhythms and melodies and play their compositions on various percussion instruments.

In grade four, the main focus is on “Instruments of the Orchestra.” Students will learn about each instrument, as well as to which family each belongs.

Fifth grade students will concentrate on composers and performers. Each week will feature a new person in music; this is done through papers (homework), filmstrips, and films. We top off the year with each student doing some research and writing a report on a musical composer.

Sixth grade students start the year by concentrating on reading and writing their own compositions as well as playing them on the keyboard or xylophone. We then concentrate on the origin and development of Rock “n” Roll. The students are responsible for a report on the information given in class. We finalize the school year with “Careers in Music” where each student will write a lesson plan on music with some students presenting their lesson plans to a lower grade.

Each year the students are given the opportunity to expand their musical horizon. It is an educational year as well as an enjoyable year.

PHYSICAL EDUCATION PROGRAM

All children need a healthy, positive play experience many times every day. Students in grades K-6 are provided with a minimum of 150 minutes of CHPE instruction per week. This instruction enables the district to provide psychomotor intervention and remediation in a timely manner.

LIFE SKILLS

According to appropriate age groups, life skills will be taught at all grade levels, including nutrition, drug awareness, safety, etc. This is a part of the Health/Physical Education program.

GRADE K

Physical Education at the Margaret C. Clifford School is based on the children's needs and interests. Through play, we emphasize three major divisions of movement education; what we move with, where we move, and how we move.

GRADES 1-2

Physical Education at the Governor Stratton School guides the children along a path toward becoming physically educated, the overall goal of physical education. As a result of participating in the curriculum outlined for first and second grades, we can expect students to demonstrate competence in combining the locomotor and manipulative skills into specific sports, rhythmic, and gymnastics skills. We encourage social interaction and student appreciation of the successes and achievements of others.

GRADES 3-5

Physical Education at the General Harker School continues along the path toward becoming physically educated and active. Students will participate in the curriculum outlined for third to fifth grades. Social interaction will continue to be encouraged along with sportsmanship and fair play. Please note: Growth and Development will be taught to 5th grade students with parent consent.

GRADES 6

Physical Education at the Walter H. Hill School consists of group and individual activities. Basic skills are stressed for each level in seasonal team sports, carry over sports, sidewalk and backyard games, gymnastics, rhythmic and dance. We stress physical fitness, social acceptance, recreational interests, discipline, safety, and also innovative and new games concepts, which enhance problem solving.

ART PROGRAM

The general art program, first through sixth grades, includes various art media involving two and three dimensional activities, understanding art vocabulary, and appreciation of art history. The students are taught to critique their work in a positive way.

Some of the media introduced are paints (tempera, watercolor, and acrylic), weaving, sculpture (paper, wood, relief, and clay work), fabric designs, and many more.

An Enrichment Art Program is available to those students who show an exceptional, talent or interest in art. Students are chosen for this program at the sole discretion of the art

teacher, who is an authority in the area of artistic talent, in conjunction with parent/guardian permission.

LIBRARY/MEDIA CENTER

Students in grades K - 2 have a scheduled library/media period once every 6-day rotation. Part of each class period is devoted to direct instruction in library use, children's literature, or research. The purpose of the library/media period is to:

1. Introduce children to quality literature presented by subject, theme or author.
2. Present, teach, and apply library skills, including locating materials in the library and using reference materials both print and online.
3. Allow time for children to select independent reading materials for recreational and assigned reading.

Skills and materials presented will vary according to grade level and age appropriateness. Students are encouraged to use the library/media center for browsing, borrowing, and exchanging books. Each classroom also has its own small library, including reference materials, paperback and hardback books. The library/media center's catalog and selected online reference materials are available through any personal computer with internet access.

GIFTED AND TALENTED PROGRAMS

Students in Grades K-2, who are identified as intellectually gifted, are enriched within the classroom through curriculum differentiation. The aim is to remove the ceiling on what is learned and promote creativity and higher level cognitive skills. Such extended learning opportunities are designed to support individual learning needs, and are identified and provided through collaboration between the classroom teacher, Curriculum Office, and building administration.

Students in Grades 3-6, who are identified as intellectually gifted, are enriched through Gifted and Talented. G&T programs run in conjunction with the six-day cycle (Days A-F) for the calendar year. Please see the policy outlined in our curriculum section of the website.

The G&T Programs enhance the regular curriculum through special projects and/or activities based on the NJSLs, the National Gifted Program Standards of the National Association for Gifted Children, and the Next Generation Science Standards.

For more information please feel free to contact Mrs. Jennifer Garcia-Griffin, District Instructional Facilitator.

Multi-Language Learners (ML)

The ML Program is offered to students who may need to acquire English language skills in order for them to be academically successful. It is administered by an ML specialist, who is skilled in teaching the English language to students.

INTERVENTION & REFERRAL SERVICES I & RS

I&RS is a school-based student assistance program. The I&RS team provides help to students who are experiencing academic or behavior difficulties. The team's mission is to identify and collect information about the learning, behavior or health issues that impact a student's success in school. The team develops and implements an individualized plan that provides appropriate school interventions. Finally, a parent/guardian meeting is held to discuss the concerns with the parent/guardian.

ACES Program Grades 1-6

Frequently Asked Questions

What is ACES?

The ACES program is an intervention and remediation service that supports the district's Response to Intervention (RtI) model. ACES instruction occurs outside of the general education classroom, in a small group instruction classroom. (Sixth grade ACES math instruction is held within the regular education classroom.)

What is RtI?

Response to Intervention (RtI) is a multi-tiered approach to the early identification and support of students with learning needs. The RtI process begins with high-quality instruction of all students in the general education classroom. Struggling learners are provided with differentiated learning by the classroom teacher to ensure viable instruction for each child is being afforded. If classroom intervention strategies have proven unsuccessful, ACES intervention and remediation services, at increasing levels of intensity, can be offered through the appropriate referral processes. These services may be provided by a variety of personnel, including general education teachers, ACES teachers, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on an individual student's response to instruction. For example, if a classroom teacher believes a student is struggling with a particular skill, the teacher will begin intensive instruction on that skill for that student for 4-6 weeks. If the student

does not respond, as expected, the teacher will refer the student for Tier II services, known as ACES.

Can I request that my child receive ACES?

No. RtI requires high-quality, scientifically-based classroom instruction to support and differentiates for all students prior to a more formalized intervention program being provided. The classroom teacher is responsible for collecting data for 4-6 weeks to show that a student would benefit from receiving ACES intervention and remediation. Therefore, only a classroom teacher can request ACES intervention through the proper documentation and referral procedures.

Can I refuse ACES services for my child?

No. Once a student has been identified through the ACES referral process, the district is required to provide intervention through ACES.

Will my child receive ACES all year?

No. ACES intervention runs on 4-6 week cycles. Depending on a student's need(s), he/she can be in ACES for as little as 4 weeks. If the student needs additional intervention, he/she may be eligible to receive additional sessions of ACES instruction.

How much classroom time will my child miss due to ACES?

To minimize the loss of instructional time within the classroom, students are only taken out of the classroom for 4-6 weeks, rather than an entire year. ACES intervention and remediation sessions can be held as little as one time per week, or up to five times per week, depending on the level of intervention and remediation required.

As a parent/guardian, will I receive notification that my child is being referred to ACES?

Yes. If a student is being referred to ACES, the classroom teacher will notify the parent/guardian. Additionally, once the I&RS Committee approves a student for ACES services, the ACES teacher will notify the parent/guardian as well.

COUNSELING PROGRAM

In an effort to more fully meet the needs of the students, a counselor will be ready to assist your child in dealing with a wide range of personal issues such as grief, anger, self-esteem, bullying, and friendship. The counselor may also be teaching in the classroom during the school year in an effort to help foster a positive environment for all students. A student, teacher, or parent may request that a student see the counselor on an individual basis. If the counselor needs to see a student more than three times concerning a single issue, the parent will be contacted. There will be specific times available to meet with the counselor. To set up an appointment, please call the Guidance Office at your child's school.

OFFICE OF SPECIAL SERVICES

CHILD STUDY TEAM DIAGNOSTIC/EVALUATION SERVICES

Diagnostic and evaluation services are available to determine whether or not a child has an educational disability as defined under the Individuals with Disabilities Act (I.D.E.A.) and the New Jersey Administrative Special Education Code – Chapter 14.

The Child Study Team consists of a group of professionals including a psychologist, learning consultant, social worker, speech therapist, and school nurse, as well as the child's teacher(s) and parent(s).

Other specialists such as an audiologist, psychiatrist, neurologist, ophthalmologist, etc.. may also be included in the Child Study Team evaluation process to assist with the diagnosis and development of an educational program appropriate to the child's educational needs.

SPECIAL EDUCATION PROGRAMS

Some of our in-district's special education programs include:

Project Child Find

Provides for early identification and provision of appropriate special educational and related services to eligible preschool children ages birth to three.

Preschool Disabilities Program

Provides intensive educational and therapeutic services for children ages three to five who have been identified as being eligible for these services.

Learning and/or Language Disabilities Programs

Provides special educational and support services to disabled students exhibiting learning and/or language disorders as evidenced by a specific learning disability involving a disorder in one or more of the basic psychological processes involved in understanding or using language, spoken or written, that may manifest itself in an imperfect ability to listen, think, speak, read, write, spell, or to do mathematical calculations.

Multiple Disabilities Program

Provides special education instruction and support services for students identified as having two or more severe educationally disabling conditions.

For more information, please feel free to contact Mrs. Heather Worrell, Director of Special Services.

Resource Program

Provides special education placement and/or support instruction to eligible students with mild learning disabilities. Basic skills development is emphasized, and students are

provided with supplementary teaching assistants and support services described in the student's Individual Education Plan (IEP).

Speech/Language Services Program

The speech program services children who require special help in the areas of sound articulation, language, fluency (stuttering), and voice therapy. These children are seen on a weekly basis by the speech therapist, anywhere from one to three times a week in individual, small group, and/or classroom based sessions.

Referrals are made by the classroom teachers if a child is exhibiting a speech/language problem. A child can be enrolled or dismissed from the program at any time during the year, depending upon his/her progress.

Various activities are used to recognize, habituate, and practice the child's new speech patterns. These activities may include mirror work, games, tape recordings, and worksheets. In addition, each child is given a speech folder. Homework is required and placed in his/her folder after every speech session. This allows parents to become involved in their child's speech program. Classroom teachers also participate in the correction and carryover of problem areas as well.

Other Special Educational Programs

A full continuum of alternative placements is made available to meet the needs of educationally disabled children residing within our school district. Some children, due to severe disabilities, require highly specialized educational programs. When such programs are not available within our school district, placement arrangements are made with nearby public, special services, and/or private schools where the required intensive services are available to fulfill the child's individual educational needs.

Early Childhood Program

The Early Childhood Program was developed for children who will have attained the age of 4 years on or before October 1st of the year in which entrance is sought. This program will be available to all students who are experiencing mild delays. Information about this program is available through the Special Services office (856-241-1552).

The half-day program will emphasize experiences that strengthen curiosity, creativity, cooperation, and friendliness. Our program will focus on matching the individual child with learning experiences that will improve and expand upon the child's developmental readiness.

SWEDESBORO-WOOLWICH DISTRICT POLICIES

AFFIRMATIVE ACTION STATEMENT/SECTION 504 OF THE REHABILITATION ACT

Discrimination against students and employees is prohibited by federal and state laws. It is the policy of the Swedesboro-Woolwich Public School District to prohibit discrimination against students and employees on the basis of age, gender, race, color, creed, sexual orientation, marital status, religion, ancestry, national origin, social or economic status, or handicap. Additionally, sexual harassment, which is a violation of state and federal laws, is

prohibited. Individuals have the right to review the Affirmative Action Plan and appeal any actions considered in violation of this plan through administrative channels.

The Swedesboro-Woolwich Public School District guarantees each student equal education opportunity regardless of color, creed, religion, sex, ancestry, national origin, or racial or economic status.

The district maintains a multi-year Equity Plan to ensure all aspects of programs and buildings are in compliance with this Act. All supportive documentation is located in the Office of Special Services. For more information, contact our Affirmative Action Officer, Mrs. Heather Worrell, 856-241-1552 #1090.

“No otherwise qualified individual with handicaps in the United States shall, solely by reason of her or his handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance or under any program or activity conducted by any executive agency or by the United States Postal Service.”

In order to ensure compliance with regulations, state law requires the appointment of an Affirmative Action Officer/Section 504 Coordinator. Compliance inquiries may be directed to Mrs. Heather Worrell, Swedesboro-Woolwich School District, 856-241-1552 #1090.

BOARD POLICY NO. 5512.01 – HARASSMENT, INTIMIDATION AND BULLYING

The revised Harassment, Intimidation and Bullying Policy based on New State Regulations are available at www.swedesboro-woolwich.com.

Please visit our district website for further information.

NOTICE TO ALL PARENTS/GUARDIANS REGARDING USE OR STORAGE OF HAZARDOUS SUBSTANCES

Pursuant to the Worker and Community Right to Know Act, NJSA 34:5A-3 et seq., notice is hereby given and all parents/guardians are hereby advised that any construction or other activities involving the use of any hazardous substances will be posted on a bulletin board in the school. In addition, hazardous substances may be stored at the school at various times throughout the year, and hazardous substance fact sheets for any of the hazardous substances being used or stored are available at the school.

INTEGRATED PEST MANAGEMENT STATEMENT

Integrated Pest Management (IPM) on school property is a long-term approach to maintaining healthy landscapes & facilities that minimizes risks to people and the environment. The Swedesboro-Woolwich School District will use site assessment, monitoring, and pest prevention in combination with a variety of pest management tactics to keep pests within acceptable limits. Instead of routine chemical applications, cultural, mechanical, physical, and biological controls will be employed with selective use of pesticides when needed. Educational strategies are used to enhance pest prevention, and to build support for the IPM program.

In accordance to the law, the Swedesboro-Woolwich School District will:

- Give 72 hour advance notification to all parents, guardians and staff prior to pesticide application.
 - Exception for use of low-impact pesticides (baits, gels, pastes, antimicrobials)
 - Non-regulated, registration exempt as per FIFRA
- Post notices in area(s) to be treated 72 hours prior to treatment.

Pesticides used in the Swedesboro-Woolwich School District in the last 10 months:

CatchMaster monitors and glue traps
 Advion Gel Bait
 Premise 75 (Imidacloprid)

Also the following low impact pesticides may be used in the upcoming 12 months:

CatchMaster monitors and glue traps
 NIC-25 Borid

EMERGENCY PROVISION

If emergency application is necessary, the Swedesboro-Woolwich School District will:

- Be exempt from advance notification
- Notification of application will be made within 24 hours or on morning of next school day to all parents, guardians and staff
- Give reason for emergency which threatened health or safety of students or staff
- Give Steps to be taken to avoid future emergency application
- Post area(s) treated.

MEGAN'S LAW

The Swedesboro-Woolwich Board of Education complies with the guidelines set forth by the New Jersey Attorney General's office and works cooperatively with the Gloucester County Prosecutor's office and the Woolwich Township Police Department regarding the requirements and implementation of Megan's Law. Megan's Law outlines the guidelines required in the registration of sex offenders who may live in the community or move into the community.

Furthermore, Megan's Law outlines the guidelines with respect to the various notification procedures. Please be advised that the State of New Jersey maintains an active website through the New Jersey State Police for the dissemination of this information. Please visit the website, www.njsp.org, for more detailed information.

5511 DRESS AND GROOMING

The Swedesboro-Woolwich Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to

make decisions regarding their appearance, except when their choices affect the educational program of the schools.

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

- a. present a hazard to the health or safety of the student himself/herself or to others in the school
- b. materially interfere with school work, create disorder, or disrupt the educational program
- c. cause excessive wear or damage to school property
- d. prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement

Specific guidelines for student dress include the following:

- Clothing which advertises alcoholic beverages, tobacco products and/or displays inappropriate language or messages is not permitted.
- Hats, caps and head coverings are not to be worn in the building without the specific prior approval of the Building Principal.
- Students must wear shoes at all times. Flip-flops are not permitted due to health and safety concerns. All sandals must have a back.
- Torn and tattered clothing may not be worn.
- Oversized tank tops and tube tops are not permitted.
- Halter tops, see through shirts/blouses and midriff tops are not permitted.
- Cut off shorts and boxer shorts are not permitted.
- Micro mini-skirts and oversized pants are not permitted.
- Shoulder straps for all tops must be at least 3 fingers wide.
- Shorts and skirts must be fingertip length.

School building individual code of conduct will address dress code violations.

SCHOOL DISTRICT PUBLICITY



From time to time, names and pictures of students and/or displays of their work are utilized as part of school displays or publications, including the district's web page. Any parent/guardian, who may have a concern with the publication/display of their child's picture and/or work, must so indicate on the **Parent/Guardian Consent Form**, which is sent home in early September.

Substance Abuse Policy

Although we have had no known cases of drugs at this time, the school board has adopted policies and regulations for the protection of your children in the event any future problems might arise. Policy #5131.6 outlines staff referral procedures and administrative actions in response to referral. In addition, Policy #4119.23/4219.23 Drug Free Workplace, Policy #5131.6 Drug Free School Zones, and Regulation #5131.6 Drug Free School Zones have been adopted.

The Board of Education is committed to providing the children of this district with a school environment conducive to learning, free of drugs and drug trafficking. To that end, the Board will cooperate fully with law enforcement agencies in accordance with law and rules of the State Board of Education. Any parent or guardian interested in reviewing these policies should make an appointment to meet with the Superintendent, and review the policies. If any parent knows of a drug-related problem, please notify school officials.

DRUG REFERRAL AND ADMINISTRATIVE ACTION PROCEDURES

Any student enrolled in the Swedesboro-Woolwich Public School District is forbidden from selling or transferring any drugs, narcotics, or alcohol any time while he/she is at school, at a school function, under the jurisdiction of the school, or on school property. Unless prescribed by a physician, any student enrolled in the Swedesboro-Woolwich Public School District is forbidden from using, possessing, or being under the influence of drugs or narcotics at any time while he/she is at school, at a school function, under the jurisdiction of the school, or on school property. Staff referral procedures and administrative action shall be in accordance with district policy which shall be made available to each parent upon request.

SMOKING

ATTENTION PARENTS & COMMUNITY

EFFECTIVE IMMEDIATELY IS AN AMENDMENT TO
NEW JERSEY LAW, SECTION 3 OF PL 1987, C.320

Public notice is hereby given: SMOKING IS PROHIBITED AT ALL TIMES; BEFORE, DURING, AND AFTER SCHOOL, ON SCHOOL PROPERTY. This applies to all events.



Any violation of this law is subject to a fine of \$100.00.

Thank you for taking the time to review the SWSD Parent Handbook. If you have any questions, please feel free to reach out to your child's building administrator.

Have a fantastic school year!