Thomas Paine Elementary School

Respect - Responsibility - Resilience - Citizenship

Family Handbook

4001 Church Road
Cherry Hill, New Jersey

Principal Melissa Gleason

2023-2024



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Attendance:
Paine maintains high expectations for attendance and punctuality. Attendance and punctuality play a significant role in a student's success at school and are essential life skills.

Tardiness: A child not in the classroom by 9:05 AM is considered late. When your child is going to be tardy, please call the Paine absentee line at 856-667-1350. Students arriving after 9:05, please head to the main office to check in with *Please note that adult supervision is not available prior to 8:45 each morning.*

Calling Your Student Out: When your child is going to be absent, please call the Paine absenteeline at 856-667-1350. If a student is not called out by a guardian, a phone call home will be made to check the status. Please provide any necessary doctor's notes to the main office.

Make Up Work: When your child is out sick, we encourage you to request make-up work and/or homework; however, please make the request as early as possible.

*Referrals for truancy, or excessive absenteeism, will be made to the district Attendance Compliance Officer, who will investigate the nature and cause of the attendance patterns and take the appropriate action.

School Hours:
The hours at Thomas Paine School are 9:00 AM to 3:30 PM, and for days designated as early dismissal, students are released at 1:00 PM.

Students begin arriving at 8:45.

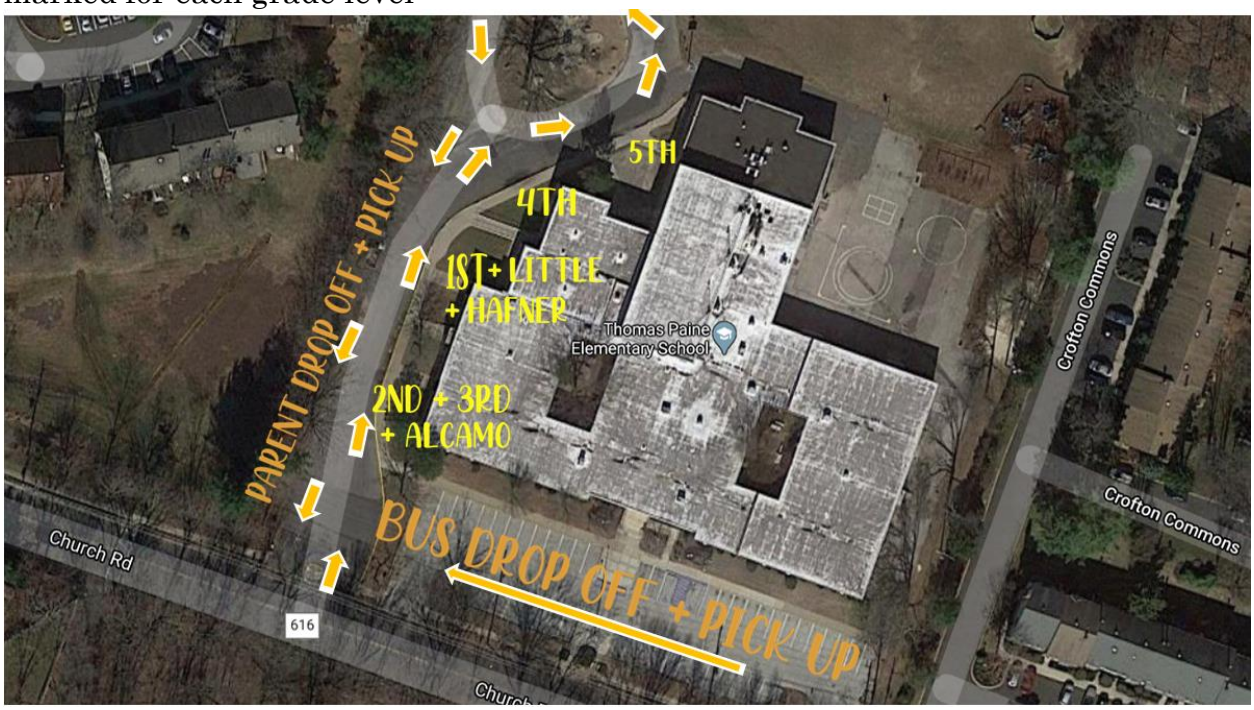
Please note that there is no outdoor supervision prior to 8:45 AM.

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Student Drop-off:

Parents dropping their child off to school during the supervised window of time of 8:45-9:00 should utilize the car loop on the side of the building. The doors are marked for each grade level:



+Upon arrival at the loop, please pull up as far as you can. If you choose to get out of your car, please park at the back of the loop or on the basketball courts. Please do not park in the pick-up line and get out of your car. It backs everything up.

+Students can only enter and exit on the sidewalk side of the car. Please arrange any carseats to meet this requirement. Students should not be entering the loop lane.

+Please be courteous to your fellow parents and to our staff. Everyone is operating under the umbrella of safety. The few extra minutes it may take are worth it.

+The side doors close at 9:05am. After that, please bring your student to the main entrance.

Dismissal:

Children are dismissed as follows:

SACC
Car Riders + Walkers
Buses + Family Friendly

Student Pickup:

Please make sure the main office knows about any changes to a student's pick up plan ASAP.

+As in the am, please pull all the way up when picking up your car rider.
+ Please also maintain a safe speed and passing procedure.

Early Pickup:

For security purposes, we ask that parents be prepared to present identification to the office staff. As with our tardiness information, please utilize early pickups sparingly.

Emergency School Closure/2-Hour Delayed Opening:

If weather conditions cause a cancellation of school, the district emergency phone system will be activated to provide automated phone messages to the primary phone number you provided. Word of the closing will also be sent to local, Philadelphia radio (KYW 1060) and television stations (Comcast-19 and FIOS-24) for announcement. Each school district is assigned a code number; Cherry Hill's code number is **551**. For two-hour delays, all grade levels (K-5) will follow an 11:00 AM -3:30 PM schedule.
When determining your child's amended bus stop pick up time, simply add two hours tothe regularly scheduled time.
Closing school early due to inclement weather is avoided as much as possible. However,please discuss your family's emergency plan with your children just in case safety dictates an unanticipated early dismissal. We will attempt to make contact with parents/guardians through our automated telephone service. Children whose parents/ guardians cannot be reached will remain at school until an emergency adult contact is notified.

Transfers/Withdrawals:

Please contact the office as soon as possible when planning to move. We will provide you with information on how to proceed to make the transfer as smooth as possible.

Academic Program:

All students in every classroom at every grade level are nurtured and encouraged to learn and grow to their full potential. The elementary curriculum emphasizes total child development—cognitive, affective, social and physical. The curriculum is directed by a five-year plan, which ensures that all programs are reviewed and updated cyclically. This plan considers the NJSLS by the New Jersey Department of

Education. It is developed and implemented through input from teachers and administrators, ensuring that all programs represent current theory and practice and reflect high expectations of students.

Please visit our district website chclc.org to view our curriculum.

Classroom Assignments:

We cannot honor requests from parents/guardians for placement with a particular teacher or in a particular class. At the end of each school year, teachers and staff members work diligently to create class lists that created a balanced classroom community.

Reporting Progress:

Trimester report cards, interim progress reports and parent-teacher conferences are the primary ways by which to inform parents of a child's progress in school. Additional conferences may be initiated, as needed, by parents or teachers throughout the year. If you think your child is experiencing academic, social or emotional issues, please do not wait for the regularly scheduled conferences—contact your child's teacher as soon as possible. Please note that arrangements for conferences should be made in advance. Upon arrival or a scheduled conference, please report to the main office.

Homework:

Thomas Paine Elementary is committed to setting clear expectations for homework and communicating those expectations to students and their families.

Field Trips:

Field Trips are planned to enrich, enhance and extend our academic programs.

All students attending field trips must ride district appointed transportation to and from the field trip destination, and parents may only sign children out from the school after we return. If you elect to keep your child home on the day of a field trip, per state statue, the absence is unexcused.

Character Education:

Cherry Hill School District utilizes the Second Step Social Emotional Learning Program. This program employs animated lessons to have students discuss growth mindset, conflict resolution, problem solving, goal creation, respectfulness, and many other developmentally appropriate topics.

General Music:

These classes at Paine expose every child to a musical learning environment that is positive and encourages creativity. Students receive age appropriate lessons that consist of kinesthetic, visual and aural experiences. Through the playing of instruments, reading of music and other multi-tasking abilities, students learn to work together as a team to achieve a common goal.

Chorus is open to all of our fifth graders.

Instrumental Music serves to raise self-esteem and improve academic performance—just name a couple of the many benefits! It is offered to all fourth and fifth grade students with the only requirement being a desire to learn an instrument. Group lessons are provided on a weekly basis, and this program culminates in Winter and Spring Concert performances for all to appreciate and enjoy.

Physical Education:
All students are afforded the opportunity to participate in physical and health-related activities that improve health, fitness, motor skill development, safety practices, positive social skills, team building and sportsmanship—just to name a few areas of emphasis!

Library and Media Center:
The Woodcrest Media Center is an exciting place where books and media come alive! Children are encouraged to explore the library independently, use research skills to answer questions about the world around them and appreciate different genres of literature. Information literate individuals are responsible, independent, lifelong users of information, capable of accessing, organizing, evaluating, synthesizing and communicating information in all its forms.

Computer Science:
The Cherry Hill School District is committed to the infusion of technology into all aspects of the educational program, making the use of technology natural to the educational experience and inherent to the way students work and think, in and beyond the classroom.

Intervention & Referral Services (I&RS):
Thomas Paine Elementary School operates a multidisciplinary I&RS Committee comprised of a cross-section of professional faculty members. The I&RS Committee offers teachers and parents with a means of drawing on the resources of both the individual school and the larger district in an effort to assist students experiencing academic, behavioral, health, social, or emotional difficulties. Any staff member or parent may request that a child's needs be considered by I&RS. This process is the

mechanism by which district educational support services can be accessed to assist in providing success for all students.

Talented and Gifted (TAG) Program:

Beginning in third grade, children that qualify for the TAG program, through an array of assessments, have their unique needs met through specialized curriculum study.

Child Study Team Services:

The Child Study Team (CST) is a group of specialists employed by the Cherry Hill School District to provide consultative, evaluative and prescriptive services to teachers, parents and students. The CST, along with the school principal and the Intervention & Referral Services Committee, make recommendations for programs and placements that best address the unique needs of students who experience school-related difficulties.
Our CST Social Worker at Paine is Mr. Dale Schulz.

Counseling Services:

Our counselor, Ms. Santiago, implements a comprehensive developmental program that focuses on educating the whole child—living in family, school and community systems—to produce positive educational outcomes.

Health Services:

Mrs. Collins, our school nurse, is available if your child becomes sick or injured during the school day. It is very important that all the information on the student data sheets is correct so that parents can be contacted promptly in an emergency. If any of the contact information changes, particularly parents' work numbers, please notify the school nurse and the main office of the new number so that we may reach you when you are needed.

Any medication, including over-the-counter medications, that needs to be taken during the school hours must be in its original container and *requires written authorization from the parent/guardian and a physician.* **All medication must be delivered to the nurse by a parent or guardian.**

Physical exams are required of all new enrollees as well as students in kindergarten.

Physicals must be completed by the student's family physician.

Your child will be screened yearly in height, weight, blood pressure, sight and hearing.

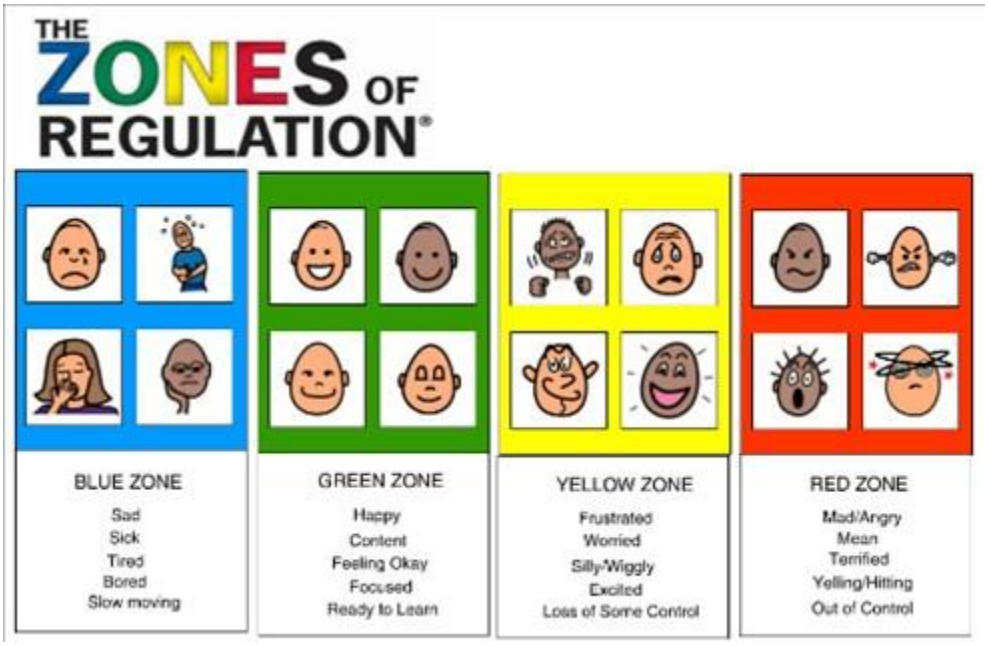
Child Abuse and/or Neglect:

Any knowledge or suspicion of child abuse and/or neglect must be reported immediately to the New Jersey Department of Children and Families (formerly The

Division of Youth and Family Services). Failure of a staff member to make a report is a violation of the law. All information is kept confidential. The building principal, school nurse and school counselor have further information relating to this process.

School Citizenship:

The goal of our school discipline system is to help children learn to regulate their own behavior. We try to take into account the developmental level of students and explicitly teach certain behaviors to our younger students. Mistakes are an opportunity for children to learn more about themselves and their place in the world; positive behavior is an opportunity for recognition.
We seek to develop in students a sense of responsibility that causes them to interact appropriately with one another in a way that provides a safe environment for all.
We utilize the Zones of Regulation to give our students a voice in their emotions and actions:



Additionally, we utilize restorative measures, as well as the peace corner, to help resolve student conflict.

Harassment, Intimidation or Bullying (HIB):

Per the New Jersey Anti-Bullying Bill of Rights Act (*N.J.S.A.* 18A:37-24) and Board policy 5131, the Cherry Hill Board of Education prohibits acts of harassment,

intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or physically aggressive behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its students in an emotionally and physically safe and disciplined environment.

Transportation/Bus Safety:

Transportation provided by Cherry Hill Board of Education is a privilege, and as such, proper bus behavior is expected and required. Two bus evacuation drills are scheduled during the school year.

Students must ride the bus to which they have been assigned. Additionally, the following is expected:

Be Safe
Keep hands, feet, and objects to yourself
Keep the aisle clear
Remain in your assigned seat
Be Respectful
Obey Bus Driver's Instructions
Use appropriate language
Treat others with kindness and respect
Be Responsible Report problems
Use indoor voice

Cherry Hill Department of Transportation: **(856) 489-5851**

Pupil Records:

Your child's records contain only information that is relevant to their education. Parents and children have a right to individual privacy and the right to know concerning information gathered by the school.

Personal Electronic Devices:

Per the Children's Internet Protection Act, the district employs filtering software designed to block harmful and inappropriate content; however, we are unable to monitor smartphone and personal electronic device (PED) use in the same manner. We recognize that completely banning cell phones from school altogether would be problematic, so instead, we are requiring that students keep their phones (and PEDs) powered off and in their backpacks at all times.

Celebrations:

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Throughout the school year, classes have opportunities to celebrate various occasions.
However, class festivities are limited to the following events:
Halloween parade and parties,
Winter celebrations, and
End-of-year celebrations.
Restrictions and expectations will be sent via email to our room parents prior to any event.

Visitors:

All Paine visitors must register in the main for all school business, including the delivery of items, when picking your child up early and to see a staff member. Consistent with all schools in the district, we require all parents/guardians/family members present photo identification and the student identification number of their child prior to being admitted to our school.

All other visitors, including alumni, must establish an appointment prior to arriving at Paine and will be required to present photo identification to be admitted to our school. Once checked in, we ask that you wear visitor's pass lanyard at all times while in the building so that our students and staff know that you have been "cleared" by the main office.

Emergency Telephone Numbers:

It is essential for your child's health and safety that the school has a local telephone number of someone who is to be contacted, and who is available to pick up your child, in the event of illness, injury, or an emergency early dismissal. Parents/guardians are reminded that if at any time they change their home, work, or emergency phone numbers or contacts, the school nurse and main office should be notified immediately.

Emergency Drills:

There will be two emergency drills conducted per month as required by state statue; one fire drill and one school security drill (evacuations, lockdowns, etc.). The purpose of all drills is to regularly practice emergency protocols so they become second nature to both our staff and students.

Parent Information/Communication:

Parent/Teacher Conferences

Communication is key! Scheduled conferences are conducted following Thanksgiving. Of course, a parent does not need to wait for conferences to contact and meet with their students' teachers.

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Thomas Paine Weekly Newsletter

Each Friday afternoon, a Smore Newsletter is shared with all guardians noted in Genesis. It is a great way to remain up to date on all things Paine! If you are not receiving the newsletters, please contact our main office.

Paine PTA

The mission of the Woodcrest PTA is to enhance and enrich our children's academic experience by inspiring parents and teachers to work together to build a strong school community. Parental involvement is critical to a child's success in school, and we encourage all parents to show their support for their children by getting involved in the PTA.

Please join the PTA as they work together for the benefit of our children.

PTA President: Ms. TC Bobrowski

