Signal Hill School

Student Handbook
2026-2027

33 Signal Hill Drive
Voorhees, NJ 08043
856-767-6749

Main Office/Principal	Ext. 0
Report Absences	Ext. 2
Nurse's Office	Ext. 3
School Counselor’s Office	Ext. 0

www.voorhees.k12.nj.us



Mrs. Lauren M. Salls
Principal

Signal Hill School

General Information

Welcome to Signal Hill School! The following information pertains to regular school days.

Telephone Voice Mail System

Signal Hill School is equipped with a voice mail system. Calls to individual teachers during the day will go directly to the teacher's mailbox. Voice mail messages to teacher mailboxes are not retrieved until the end of the school day.

If you need to notify the school of a change in your child's schedule, please speak to one of the secretaries in the main office instead of using the teacher's mailbox.

Regular School Hours

Signal Hill School classes for students in grades kindergarten through fifth begin at 9:00 a.m. and end at 3:25 p.m.

Early Dismissal days are scheduled throughout the year. On these days lunch will be served and dismissal for kindergarten through fifth grade students is 1:40 p.m. Refer to school ongoing information for other hours.

Drop-Off and Pick-Up Procedures

The front circular driveway is closed to all cars each morning and afternoon during drop-off and pick-up times.

A.M. Drop-Off – Students who are dropped off by car in the morning are to use the "Car Line" lane by the playground. Please drop students off anywhere along the sidewalk in front of the playground area.

P.M. Pick-Up – After school pick-up of students begins at approximately 3:25 p.m. along the sidewalk area by the playground. All cars should enter the "Car Line" through the driveway closest to Rt. 73. Please do not cut off cars who are already in the line. **Students are not permitted to be picked-up along Signal Hill Drive.**

School Dismissal Plan

Voorhees Township Board of Education Policy 8601, "*Pupil Supervision After School Dismissal,"* outlines a specialized dismissal procedure for parents requiring specialized supervision for their children. Please read the entire online policy.

Arrival Time

Supervision of the school grounds begins at 8:40 a.m. each day. Students are not to arrive prior to that time. Students are to report to their line-up areas upon arrival and will be admitted to the building at the 8:55 a.m. bell. **Students are not to walk through the parking lot.**

Parents and guardians who need to drop their children off earlier than 8:40 a.m. should contact CER for information on their Before and After School Child Care Program.

Regular Early Dismissal

Parent requests for an occasional early dismissal must be given **in writing**, stating the time of dismissal and the person responsible for picking up the child. Parents are to report to the office at the requested early dismissal time and sign out their child.

Late Arrival

The school day begins at 9:00 a.m. and all students are expected to be in their classrooms at that time. Any student who arrives after 9:00 a.m. must report to the office. The student will then be recorded on the School Register as **Tardy**. Students who are tardy more than ten times will receive notification from the office. A meeting may then be held with the teacher, principal, and parents to develop a plan to assist the student in arriving on time.

Attendance

Regular attendance in school is essential to student success. On occasion, students may be absent from school due to illness, religious holiday, or family emergency. All absences must be reported by the parent/guardian to the school nurse by 9:00 a.m. on the morning of the absence. The school phone system is available 24 hours a day to record parent calls. The School Messenger automated calling system will call parents of students who are unaccounted for. Following an absence of one or more days, parents must submit a written note outlining the dates and reason for absence.

Illness in School

In the event of a child becoming ill during school, the child will be sent to the nurse. If the school nurse assesses that the child is too sick to remain in school, she will notify the parent or emergency contact(s) listed on file. All parents must provide an emergency back-up telephone number in the event that they cannot be reached. Please keep this contact information up to date. Please note that a student sent home with an elevated body temperature, vomiting, or diarrhea may not return to school until symptom free for 24 hours. In the event of an elevated temperature, the student's temperature must have remained normal for 24 hours without the use of antipyretics (fever reducing) medications.

Medication Policy

State and Board of Education directives dictate the school district's medication policy. If, under exceptional circumstances, a child is required to take medication during school hours, the **parent** must bring the prescribed medicine to school. The school nurse will administer the medication in compliance with the following regulations:

Written instructions signed by the parent and the physician must include:

1. child's name
2. name of medication
3. purpose of medication
4. dosage
5. time to be administered
6. termination date for administering the medication

The school medication policy applies to all medications, including over-the-counter (non-prescription) medicines such as pain relievers (Tylenol, Motrin), cold remedies, and cough drops.

Request for Missed Work

After a student is absent from school **for three or more consecutive days due to illness**, the parent may call the school office to request missed work. Please indicate if the work is to be sent home with another student or if the parent will pick it up at the end of the school day. When a student has been absent due to illness and returns to school, the teacher will give the student one day for each day absent to make-up any tests.

Absences

To ensure consistency across the district in how student absences are calculated, we will follow the guidelines below:

Regular School Day -

- In school for less than 2 hours - counted as a Full-Day Absence
- In school for 2 to 4 hours - counted as a Half-Day Absence

Early Dismissal or Delayed Opening -

- In school for less than 1.5 hours - counted as a Full-Day Absence
- In school for 1.5 to 3 hours - counted as a Half-Day Absence

Excessive Absences

Students absent 10 or more consecutive days will need to be re-enrolled upon returning to school. Ten or more frequent absences from school in a year will warrant a notice from the principal. A plan of action will be determined for improved attendance. According to the New Jersey Department of Education, students who are absent for 18 or more days in a school year are classified as chronically absent.

Extended Absences

Families are encouraged to take vacation in the summer or during school breaks. Authentic learning experiences of the school day cannot be replaced by alternative reading or writing assignments. Teachers are not responsible for assigning and grading work for a student to complete during the trip that is scheduled during a normal school day.

Telephone or Address Change

Parents are asked to notify the Signal Hill School main office immediately when a change in address or telephone number occurs. Any changes to your work phone number or emergency back-up contact should also be forwarded to the school office.

Report Cards

Students in grades kindergarten through five will receive report cards four times a year: November, February, April, and the last day of school.

Student performance in grades two through five is measured using the following grading guidelines:

A = 100-92 B = 91-83 C = 82-74

D = 73-65 F = 64 & below I = Incomplete

Parent Conferences

Formal Parent Conferences are scheduled in November. Conference sign-up sheets will be provided to parents at Back-to-School Night in September. Parents are encouraged to call their child's teacher whenever they have a question concerning their child or the program.

Regular Lunch

Lunch is served daily by the school's cafeteria staff. Students may choose to purchase lunch from two selections or they may bring their own lunch. The daily cost for lunch is posted on the district website. Lunches can be prepaid using the district's school payment portal. Information on this automated prepayment service is available on-line at www.voorhees.k12.nj.us.

Families that would like to receive meal assistance for the 2026 - 2027 school year, please click on this link for information.

School Attire

All students are expected to dress appropriately for school. Signal Hill School is an air-conditioned building; therefore, tank tops with straps less than 2 inches wide, spaghetti straps, camisoles, halters, bare midriffs, skirts and shorts shorter than finger tip length, etc. are not acceptable or appropriate for school. Clothing that contains any imprinted inappropriate vocabulary or pictures is not allowed. Outdoor clothing, such as coats, hats, etc., is not to be worn inside the school building. Closed shoes or sneakers are recommended for outdoor recess.

Students are to wear comfortable clothing and sneakers on the day they are scheduled for physical education.

Telephone Use

Students are not permitted to use cellphones in school or on buses. Student telephone use is limited to the office and/or classroom telephones with the permission of their teacher. Students traveling to and from school with a personal cell phone must turn the cell phone off when entering the school. **Cell phones must be turned off and stored in the student's backpack during the school day. Smart watches are to also follow these procedural restrictions.**

Instrumental Lessons

Students in grades four and five may elect to participate in the Instrumental Music Program. Lessons for string, woodwind, brass, and percussion instruments are given once a week by the school's music department. Students selecting to participate in this program should do so with the understanding that learning to play an instrument requires daily practice and dedication. It is the responsibility of the student to obtain and complete any classroom work missed during instrumental lessons.

Students are responsible for remembering to bring their instrument to school on their assigned lesson day and band practice day. Telephone calls home will not be allowed to retrieve instruments.

Student Code of Conduct

The Student Code of Conduct Policy and Regulation outline student behavior in the Voorhees Schools. Policy 5600 is delivered to parents via the Parent Policy Review in Genesis. More detailed information on the Code of Conduct Regulation can be found by clicking this link Code of Conduct Regulation.

Policy 5512, Harassment, Intimidation, and Bullying, is delivered to parents via the Parent Policy Review in Genesis. More detailed information on the Harassment, Intimidation, and Bullying Policy can be found by clicking this link Harassment, Intimidation and Bullying.

General Rules for Student Conduct

The following list represents expectations for Student Conduct at Signal Hill School:

1. Students will walk quietly in the halls.
2. Students will speak and behave respectfully to all school staff.
3. Students will speak and behave respectfully toward each other.
4. Students will keep hands, feet, and all objects to themselves at all times.
5. Students will not use fighting as a means to

solve conflicts.

6. Students will respect school property by not destroying or defacing it in any way.
7. Students will use appropriate language. Vulgar language, bias language, or the use of profanity will not be permitted.
8. Students will show respect by not wearing hats, bandanas, or scarves inside the school building.
9. Students will not bring toys, headsets, electronic games, or audio/video equipment to school for safety reasons.
10. Students will use bathrooms appropriately.

Bus Rules

Only students residing in Board of Education bus transportation areas may ride a bus to and from school. Students may only ride the bus to which they have been assigned. Rules for bus behavior are as follows:

1. Take a seat immediately and remain in the seat until the bus arrives at the assigned stop.
2. The bus aisles must be kept clear at all times, therefore, hands, feet, book bags, personal belongings, etc. must be kept out of the aisle.
3. Nothing is to be put out of the bus window.
4. Eating and drinking are not allowed on the bus.
5. All directions given by the bus driver are to be followed.
6. Students riding buses **must** wear seat belts at all times while riding the bus.
7. Cell phone and smart watch usage is not permitted while riding the bus.

Remember, riding the bus is a privilege and inappropriate behavior may result in a loss of this privilege. The School Bus Supervisor will notify parents when written warnings for rule infractions are given. If it is determined the misconduct is severe, the student may be suspended from the bus.

Bicycle Rules

Students in grades three, four, and five may ride their bicycles to school if they have reviewed the following rules with their parents and agreed on a safe route.

1. Signal Hill bicycle riders must comply with the State of New Jersey's helmet law.
2. Bicycle riders and their parents must agree to a "safe route" **both to and from school**.
3. Students should ride in single file.
4. Students riding on the sidewalk are always to yield to walkers.
5. Bicycle riders must stop and follow the directions of the School Crossing Guards.
6. Bicycle riders must observe posted STOP signs.
7. ALL BICYCLES MUST BE WALKED between Brookview Drive and the school driveway.

Special School Events

Back-to-School Night

Back-to-School Night is held each September to provide parents an opportunity to meet their child's teacher(s) and receive a brief overview of the curriculum and classroom routines. This is an evening designed for parents and we kindly request that children not attend.

Concerts

Musical concerts featuring students in various grades are held during the school year. An instrumental concert featuring our Beginner and Advanced Bands and String Orchestra is also presented. Information about performances will be sent home.

Fun and Fitness Day

Each year, a day in June is devoted to physical fitness and fun. Students in kindergarten through fifth grade are divided into two teams, the Red and the White. All grades move between several fields of games and competition. All participants receive a blue or red ribbon at the end of this special day.

Signal Hill Parent Faculty Association SHPFA

The Signal Hill Parent Faculty Association (SHPFA) brings together parents, administrators, teachers, and staff of Signal Hill School. Our mission is to maximize the academic experience for all Signal Hill School students using five clear objectives:

- **S**haring in the responsibility to make Signal Hill School a center of academic excellence for every student it serves;
- **H**ighlighting and facilitating the value of positive and responsive communications

between home and school;
- **P**romoting school spirit and a sense of community through social activities;
- **F**undraising to sustain and enhance the Signal Hill academic needs and goals of all students;
- **A**dvocating on behalf of Signal Hill in communications with the Board of Education

Contacting SHPFA

Your ideas and thoughts are always welcome. Please email the SHPFA Board at signalhillpfa@gmail.com. You can follow SHPFA on Facebook.

SHPFA Membership

Membership in SHPFA is open to every Signal Hill staff member and family. Membership forms will be distributed in September and available at other events. Membership is strongly encouraged and offers members an active voting voice. All SHPFA Officers, Room Parents, and volunteers are active SHPFA members.

SHPFA Meetings

SHPFA will meet three times during the school year. In addition to hearing about upcoming SHPFA events, these meetings are an opportunity for parents to learn about and discuss key policy and funding issues relevant to Signal Hill School. Meeting dates will be posted on the Signal Hill School and SHPFA websites.

SHPFA Events

SHPFA holds many events during the school year. A complete list will be advertised each year. We appreciate all of SHPFA's efforts and welcome parents to volunteer for these events.