SOUTH HARRISON TOWNSHIP ELEMENTARY SCHOOL



2026-2027 PARENT/STUDENT HANDBOOK

MISSION STATEMENT

The South Harrison Township School District in partnership with an engaged community, prepares students to become confident, capable, life-long learners and problem solvers by providing experiences in a safe, supportive and academically challenging environment.

BOARD OF EDUCATION

Joan Pino-Talbot, President

Carrie Selb, Vice President

Jennifer Mcllvaine

Toni Buckley

Dana Carfaro

Joe Talbot

Cheryl Easterling

Howard Mattson

Mark Welker

DISTRICT ADMINISTRATION

Dr. Elizabeth Winterburn, Superintendent/Principal

Christian Albadine, School Business Administrator/Board Secretary

Katie Sachs, Assistant Principal/CST Supervisor

Jennifer Kelleher, Supervisor of Curriculum and Instruction

Robert Revell, IT Coordinator

Bob Harrison, Buildings & Grounds Supervisor

Leah Haven, Transportation Coordinator



Dear Parents, Guardians and Students,

A mission statement reflects the beliefs, feelings and vision of all involved in the process of education. We believe, if we all work together with this statement in mind, we will have a great year.

The South Harrison Township School District in partnership with an engaged community is committed to preparing all students to become confident, capable, innovative life-long learners as provided by experiences in a safe, supportive and academically challenging environment.

We hope that you will explain this mission statement as well as review the handbook with your child. If you have any questions or concerns, please contact the school.

Best Wishes,

South Harrison Township Elementary School Administration

2026-2027 SOUTH HARRISON SCHOOL CALENDAR

BOE Approved 12-15-25

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JULY 2026
3rd – *District offices Closed*

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2026

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

SEPTEMBER 2026
1st-2nd-Teachers' In-service
3rd-First Day K-6-Full day
4th-Full day of school
7th – Labor Day School Closed
8th - First Day Preschool
24th– Back To School Night

Student School Days –19
Teacher Days – 21

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER 2026
9th - 1:10 Early Dismissal/In-Service
12th- Columbus Day School closedTeacher /In-Service
14th - Mid Trimester 1
22nd - Progress Reports 1

Student School Days – 21
Teacher Days – 22

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

NOVEMBER 2026
4th-6th – *Closed* – Fall Recess
25th-1:10 Early Dismissal for Students & Staff
28th-29th– Closed – Thanksgiving

Student School Days – 16
Teacher Days – 16

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
25	29	30	31	

DECEMBER 2026
2nd-End of 1st Trimester
3rd- Start of 2nd Trimester
10th- Report Cards Go Live
10th – Evening Parent Conferences
11th–-School Closed -Parent Conferences
23rd- 1:10 Early Dismissal for Students & Staff
24th-31st– Closed – Winter Recess
Student School Days – 16
Teacher Days – 17

M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JANUARY 2027
1st – School Closed- New Year's Day
18th– *Closed* – MLK Day
27th – Mid Trimester

Student School Days – 19
Teacher Days – 19

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

FEBRUARY 2027
3rd- Progress Report 2
12th-1:10 Early Dismissal/In-Service
15th-*Closed* – Presidents' Day

Student School Days – 19
Teacher Days – 19

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

MARCH 2027
10th– End of 2nd Trimester
11th – Start of 3rd Trimester
18th– Report Cards Go Live
18th-19th – Parent Conf.,1:10 Dismissal for Students
24th -29th Spring Break

Student School Days – 19
Teacher Days - 19

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

APRIL 2027
16th-1:10 Dismissal
27th - Mid Trimester 3

Student School Days – 22
Teacher Days – 22

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

MAY 2027
5th – Progress Report 3
28th Early Dismissal In Service
31st– Closed – Memorial Day

Student School Days – 20
Teacher Days - 20

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

JUNE 2027
4th – Field Day – 1:10 Early Dismissal for Students
9th - Early Dismissal for students
10th – End of 3rd Trimester/Early Dismissal
11th Last Student Day (Early Dismissal)/Graduation
14th In-Service – Last Day for Staff
16th– Report Cards Go Live

Student School Days – 9
Teacher Days – 10

Snow day make-up order: 1st: 3/24/2027, **2nd**: 2/15/2027, **3rd**: 6/11/2027, **4th**: 6/14/2027 becomes a half day, **5th**: 6/15/2027 becomes a student half-day w/ teacher In-Service in the afternoon.

	School Closed – Students and All Staff		In-Service or Parent Conference Day-Full Day Staff – No Students		First/Last School Day – Students Early Dismissal - Students		Early Dismissal

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3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2026

M	T	W	Th	F
	1	2	A	B
7	C	D	E	F
A	B	C	D	E
F	A	B	C	D
E	F	A		

SEPTEMBER 2026

1st-2nd-Teachers' In-service
3rd-First Day K-6-Full day
4th-Full day of school
7th – Labor Day School Closed
8th - First Day Preschool
24th– Back To School Night

Student School Days –19
Teacher Days – 21

M	T	W	Th	F
			B	C
D	E	F	A	B
12	C	D	E	F
A	B	C	D	E
F	A	B	C	D

OCTOBER 2026

9th - 1:10 Early Dismissal/In-Service
12th- Columbus Day School closedTeacher /In-Service
14th - Mid Trimester 1
22nd - Progress Reports 1

Student School Days – 21
Teacher Days – 22

M	T	W	Th	F
E	F	4	5	6
A	B	C	D	E
F	A	B	C	D
E	F	A	26	27
B				

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28th-29th– Closed – Thanksgiving

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Teacher Days – 16

M	T	W	Th	F
	C	D	E	F
A	B	C	D	11
E	F	A	B	C
D	E	F	24	25
25	29	30	31	

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Teacher Days – 17

M	T	W	Th	F
				1
A	B	C	D	E
F	A	B	C	D
18	E	F	A	B
C	D	E	F	A

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M	T	W	Th	F
	B	C	D	E
A	B	C	D	E
15	F	A	B	C
D	E	F	A	B

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M	T	W	Th	F
	C	D	E	F
B	C	D	E	F
A	B	C	D	E
F	A	24	25	26
29	B	C		

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10th– End of 2nd Trimester
11th – Start of 3rd Trimester
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24th -29th Spring Break

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Teacher Days - 19

M	T	W	Th	F
			D	E
F	A	B	C	D
E	F	A	B	C
D	E	F	A	B
C	D	E	F	A

APRIL 2027

16th-1:10 Dismissal
27th - Mid Trimester 3

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Teacher Days – 22

M	T	W	Th	F
	B	C	D	E
F	A	B	C	D
E	F	A	B	C
31				

MAY 2027

5th – Progress Report 3
28th Early Dismissal In Service
31st– Closed – Memorial Day

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Teacher Days - 20

M	T	W	Th	F
	D	E	F	A
B	C	D	E	F
14	15	16	17	18
21	22	23	24	25
28	29	30		

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Schedule Grades K through 6: 8:35 AM - 3:15 PM

Preschool Schedule: 8:35 AM - 2:45 PM

ARRIVAL PROCEDURES

Parent/Guardian Drop-Off (8:25 AM - 8:35 AM)

- Students may be dropped off beginning at 8:25 am. Please do not arrive earlier than 8:25 am. Students who arrive too early may be without supervision and cannot be the responsibility of the school.
- Please keep children in cars until staff members are ready to receive them.
- Parents/guardians will drop off at the side of the building, being sure to loop through the staff parking lot. A staff member will be present to greet students and make sure they enter the building through the Music room doors.
- Drop-off should be a continuous motion to ensure efficiency and safety of all students.
- When students enter the building, they will walk to their classrooms using the fastest route.
- Doors close at 8:35 am. If a student is dropped off later than 8:35 am, parents/guardians must park their car and walk them through the main entrance to sign them in and students will be given a late pass.

Bus Drop-Off (8:25 AM - 8:35 AM)

- Buses will drop off students at the main entrance of the building. Staff members will be present to lead all students safely into school.
- When students enter the building, they will walk to their classrooms using the fastest route.

DISMISSAL PROCEDURES

Parent/Guardian Pick-Up

- If you plan on picking up your child every day or recurring days from school, please complete a **Parent Pick Up Form** found on the website under the **PARENT/GUARDIANS Tab: Student/Parent Information & Forms; Parent Pick Up Form.**
- If this dismissal procedure changes for any reason and you are unable to pick up your child, please send a note to your child's teacher or contact the Main Office by **2:00 PM.** You may use our **Change of Daily Pick-Up Procedure Form** found on the website under the **PARENT/GUARDIANS Tab: Student/Parent Information and Forms.**
- Parents/guardians will pick up at the side of the building, being sure to loop through the staff parking lot. Staff members will be present to direct the traffic flow, assist with sign-out procedures, and ensure your student(s) are put safely into your vehicle.
- **At approximately 3:10 PM**, students will be called to the cafeteria. Once the rest of the student population is dismissed to their proper locations, teachers will begin dismissing students to their parent/guardian vehicles.
- **Please remember:** no parking on the street or in the fire lane, as you may be ticketed.

Bus Pick-Up

- Buses will pick up students at the main entrance of the building. Staff members will be present to lead all students safely onto their buses.
- **At approximately 3:15 PM**, all PreK-2 bus students will be called and escorted to their buses by their homeroom teacher.
- **At approximately 3:20 PM**, all 3-6 bus students will be called and escorted to their buses by their homeroom teacher.

- If a student has been returned to school three times because no one was home to receive them, they will be placed in the YMCA Afterschool program at a cost to the parents.

YMCA Students

- **At approximately 3:10 PM,** students will be called to the cafeteria. Students will remain in the cafeteria to attend the program.

After-School Clubs – *All approved after school activities will tentatively begin in October*

- Any student staying for an after-school club will go to the Multipurpose Room. Girl Scouts report to the cafeteria.
- Students should look for a sign indicating their group waiting location and a designated staff member will be checking off each student on the club roster. Students signed up for a club will be required to attend the club on designated meeting dates. If your child is unable to attend the club on any particular day, please send a note to your child's teacher or contact the **Main Office by 2:00 PM.**
- Procedures for parent pick-up will vary by club and the advisor will communicate the plan to parents. Please ensure you are on time for pick-up.

A few other important points to keep in mind include:

- If we do not clearly recognize the adult picking up a child, we will ask for identification. The adult picking up the child should **ALWAYS** be prepared to show a driver's license. Once our staff is familiar with the adult that picks up your child, this will not be necessary, but times do arise when a different staff member may need to oversee the dismissal process.

- Please keep in mind that teachers may not receive the notification on time if you send an email and/or leave a voicemail message, which is why we ask that you send the note the morning of or directly call the Main Office. If you must send an email, you should email the Main Office. Feel free to copy the homeroom teacher on the email.

- All visitors to the building must ring the buzzer at the Main Entrance to be admitted into the building. All other doors are locked. Once you have entered the building you must report directly to the Main Office for assistance and/or sign in and obtain a visitor's pass. When you leave the building, you must report to the Main Office and sign out. If you would like to take your child with you and no prior arrangements have been made, **you must notify the office, sign your child out, and exit through the Main Office**.

ATTENDANCE – ABSENCES

Children are required to attend school each day. A student may be excused for sickness, serious illness, death in the family, and recognized religious holidays. Written excuses are required upon return to school. The note should include the date of the absence, a reason, and parent/guardian signature. Each student is expected to make up all work that has been missed during an absence from school.

The board considers the following as cause for **EXCUSED ABSENCE** (all others are considered unexcused):

- Disabling illness (Doctor's verification required after the fifth day, or as stipulated in handbook under Communicable and Nuisance Disease List).
- Recovery from an accident.
- Required court attendance.
- Death in the family.
- Religious observation - In accordance with statute, no pupil absent for religious observation of a day recognized by the commissioner of education or this board of education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence.

- Valid cause as may be acceptable to the administration upon review of individual cases.

If a child is going to be absent from school, or late to school, parents are requested to call the school nurse, Ms. Beth Bakley (856-769-0855 x 1171) by 9:00 AM. If a student does not arrive at school, we want to be sure the child is safe at home. The school nurse will call the home if she does not hear from a parent. If you know in the evening that your child will not be in school the next day, you may call and leave a message with the school's message service about your child's absence.

In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each pupil, the complete cooperation of parents/guardians and pupils is required to maintain a high level of school attendance.

The frequent absence and tardiness of pupils from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of pupils to complete the prescribed curriculum requirements successfully.

A pupil must be in attendance for 173 (allowing 8 absences for the year) or more school days in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. A waiver of these attendance requirements may be granted for good cause by the school administration upon recommendation consisting of representative staff, including pupil service personnel, and classroom teachers. In recommending the granting of a waiver of this attendance requirement, the review committee shall consider the nature and causes of all absences rather than only those in excess of the 8 days. Documentation of the nature and causes of these absences shall be the responsibility of the pupil and parent/guardian.

Parents/guardians are responsible for notifying the school early in the day when a child will be absent and for informing the school of the reason for the absence. When the child returns to school the child must have a parent note or a doctor's note pertaining to the absence.

<u>Late Arrival and Early Dismissal during the Normal School Day</u>

Students are expected to arrive at school on time. Students may be dropped off after 8:25 AM. Any student who has not reported to the classroom by 8:35 AM. will be marked tardy and when arriving at school after 8:35 AM. a parent/guardian **MUST** come into the office to sign them in to be admitted to class. It is important for parents/guardians to realize that tardiness is disruptive to the school and interferes with the learning process. **Parents/guardians will be contacted when tardiness becomes excessive (more than six (6) times per trimester)**. This will be formally recorded on their report card. Students are not marked late when they are late due to bus problems.

The board recognizes that from time to time compelling circumstances will require that a pupil be late to school or dismissed before the end of the school day. Such situations are justifiable only if the release does not jeopardize the pupil's educational program and the reasons for such release can be shown to have positive benefits for the pupil.

As agent responsible for the education of the children in this district, the board shall require that the school be notified in advance of such absences by written request of the pupil's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

- Medical or dental appointments, which cannot be scheduled outside of school hours;
- Medical disability;
- Family emergency;
- Court appearance;
- Such good cause as may be acceptable to the administration.

No student shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act on his/her behalf.

Any lateness other than for the reasons stated above will be cumulative. Please see the ARRIVAL AND DISMISSAL PROCEDURES section of this handbook for more specific information pertaining to dismissal procedures.

SPECIAL EVENT ATTENDANCE

Over the course of the year, many events will provide opportunities for parents to interact with their child at school, which may include attending an event or volunteering time and energy. Our school is unique in that we house eight grade levels, preschool through sixth grade, and each grade level has its own special celebrations. In order to maintain consistency and class attendance, siblings will NOT be permitted to attend school events that take place during the school day with the exception of the musical concerts.

BIRTHDAY SNACKS AND INVITATIONS

Invitations for birthdays are **NOT** permitted. Students may bring in a small pre-packaged snack to celebrate his/her birthday with classmates.

BOARD MEETINGS

The Board of Education holds its regularly scheduled meetings normally on the third Monday of each month in the Cafeteria at the school, 904 Mullica Hill Road, Harrisonville, New Jersey, unless otherwise communicated. Meetings are called to order at 7:00 PM. Under the Sunshine Law, all meetings of boards of education must be held in public, with certain exceptions. The public must also be given notice of meetings.

In accordance with law, the Superintendent and School Business Administrator prepare an agenda for board action. Following the roll call of members, the board proceeds to the agenda items. Roberts' Rules of Order governs the board's deliberations and actions; undue interruptions or other interference with the orderly conduct of Board of Education business shall not be allowed.

PUBLIC CONCERNS

The board wishes to remind residents that public complaints and grievances concerning district personnel shall be handled in accordance with Policy Number 9130-Public Complaints and Grievances (10/2008). In order to protect both public rights and employee rights, the board encourages direct discussion of an informal type among the interested parties to resolve differences.

BULLYING POLICY

The South Harrison Township Board of Education prohibits acts of harassment, intimidation, and bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Harassment, intimidation, and bullying can also lead to more disruptive or violent behaviors. Every student has the right to an education and to be safe in and around school.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s), or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency which has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

Harassment, Intimidation, and Bullying Definition

Please reference our school's board policy here.

"Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act or any electronic communication, whether it is a single incident or a series of incidents, that is:

1. Reasonably perceived as being motivated by either any actual or perceived characteristic,such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability;
2. Or by any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
4. That substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
    a. A reasonable person should know under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property, or
    b. Has the effect of insulting or demeaning any student or group of students, or
    c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

1. **Staff intervention**.The district expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene-unless intervention would be a threat to staff members' safety. Staff members shall not directly intervene in a fight or physical altercation. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report the bullying to the school administration for further investigation.

2. **Students and parents shall report bullying**. The district expects students and parents who become aware of an act of bullying to report it to the school administration for further investigation. Any student who retaliates against another for reporting bullying may be subject to the consequences listed below in paragraph 4.

3. **Investigation procedures**. Upon learning about a bullying incident, the administration or designee shall contact the parents of both the aggressor and the victim, interview both students, and thoroughly investigate. This investigation may include interviews with students, parents, and school staff; review of school records; and identification of parent and family issues. Parents may not deny school staff the ability to interview their child as part of the investigative process. Any attempt by a parent to deny school staff access to their child shall be deemed an attempt to impede or hinder the school's requirement to investigate all reports of harassment, intimidation, or bullying.

4. **Consequences/intervention**. Consequences for bullying will follow the school's Student Code of Conduct. The consequences shall depend on the results of the investigation and may include counseling; a parent conference; detention; suspension and/or expulsion; or involuntary transfer to another district school. Depending on the severity of the incident; the administration may also take appropriate steps to ensure student safety. These may include implementing a safety plan; separating and supervising the students involved; providing staff support for students as necessary; reporting incidents to law enforcement if appropriate; and developing a supervision plan with the parents.

INTERVENTION AND REFERRAL SERVICES TEAM

The Intervention and Referral Services Team (I&RS) is a multidisciplinary group dedicated to fostering a climate of cooperative, collegial effort among administrators, staff, students, parents, and community members to identify and overcome educational barriers. The I&RS Team is composed of our Instructional Interventionist, teachers, Learning Disabilities Teacher Consultant, and administrative team, and meets periodically to provide support and suggestions to staff members who have concerns with specific pupil learning or behaviors. Parents will be contacted if their child is referred to the I&RS Team, and their support and assistance will be solicited in helping to ensure that the child has a more successful school year. **A full overview of the program is available on our website.**

RESPONSE TO INTERVENTION

The Response to Intervention Program (RTI) for South Harrison Elementary School will follow the aforementioned problem-solving framework. The district will utilize the framework to support student growth. RTI will be an intricate piece to increasing performance levels of the students in the school district. RTI will include the identification of students with academic delays, the implementation of research-based interventions, and the systematic monitoring of progress to determine student responsiveness. The RTI program will not only provide early interventions for students at risk, but also provide the district with a valid procedure for identifying students with learning disabilities. A full overview of the program is available on our website.

CHILD STUDY TEAM (CST)/SPECIAL EDUCATION

Special Education is an integral component of services available at South Harrison Township Elementary School. As such, building staff are prepared to answer questions from parents regarding student referral, evaluation, and service delivery. Parents are encouraged to contact their child's teacher and/or the Child Study Team regarding special education.

Children who are exhibiting significant difficulty at school, despite assistance through the Response to Intervention or the Intervention & Referral Services Team, may be referred to the Child Study Team. Ms. Bechs is the case manager and can be reached at bechsk@shsd.us, with any concerns related to CST. If your child is referred for a CST evaluation, she will reach out to you to schedule a meeting. If it is determined that assessments are needed, the team will meet again to review results and determine whether a child is eligible for special education or related services, which may warrant a special education program. Parents are important members of the team, and their participation is vital to securing an appropriate program to meet their child's needs.

South Harrison offers many other supportive services and programs for your child, including:

- Inclusive Pre-School
- In-class Resource Instruction
- Supplemental Instruction
- Speech and Language Services
- Counseling
- Occupational Therapy
- Physical Therapy

Contact Ms. Bechs, the CST case manager, to learn more about these services.

If your child is in need of a 504 plan, or you have any questions or concerns about an existing one, please contact our school counselor, Mrs. Palestini (palestinij@shsd.us)

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COMMUNICATION

We all recognize the importance of an active and effective partnership with the home. Therefore, the school system encourages regular communication, active involvement in the school, and shared decision-making and problem solving related to your child. We invite you to contact the people in your school whenever you have a question or problem. **Your child's teacher** is usually the best person to answer your questions and you should always start with him or her. Please allow 24 hours for a response. Other people who may be helpful are:

- ***School Counselor - Mrs. Palestini***
- ***School Social Worker - Ms. Bechs***
- ***Assistant Principal/CST Supervisor - Mrs. Sachs***
- ***Superintendent/Principal - Dr. Winterburn***

COMMUNICATION CHAIN

If a parent/guardian needs to talk to a teacher concerning a child's progress or a problem, we ask that the parent/guardian use the following procedure:

1. Call the teacher to arrange to have an appointment scheduled. Use the teacher's extension number to leave a message on their voicemail. Teachers check voicemail before and after school and during their scheduled prep time. If it's an emergency, please contact the Main Office.
2. Follow through with the designated conference time.
3. In the unlikely event that the problem cannot be resolved at the building level, the parent has the right to ask for assistance from the school counselor, social worker, CST Supervisor, Assistant Principal, Principal/Superintendent. The member of the administrative team will ascertain whether all attempts to resolve the problem have been tried at the school building level. Every effort should be made before the administrative team becomes actively involved to resolve the problem using the personnel at the school.
4. If you have a question about the district's curriculum, please contact the Principal.
5. If you have a school wide issue unrelated to your child's academic progress or program please contact the Principal (Example: building use, budget concerns, facilities, etc.).
6. In extreme cases, the Superintendent and School Board may become involved when a policy change is necessary. The Superintendent and School Board should only be notified once all other attempts have been tried at the school building level. Every effort should be made to resolve issues at the lowest level possible.

CONFERENCES

Parents/guardians are encouraged to attend parent/teacher conferences and to contact teachers when questions arise. There are two sets of regular conferences scheduled, one in the fall and one in the spring, if requested by the teacher. Other conferences may be set up at a mutually agreeable time by phoning or emailing the teacher or by sending a note with the child.

SCHOOL BUS TRANSPORTATION

Riding the school bus is a privilege not to be taken lightly. Students who disobey the bus rules are subject to bus suspension. Both Board of Education policy and insurance company regulations prohibit the school from changing the regular bus stop for any child, unless the change is permanent. It is also Board policy that students must use the same stop both AM and PM for all 180 school days. We understand that there are times when it would be more convenient to have a child discharged at a neighbor's or relative's house, but unless an extreme emergency exists, this is not permitted. Should such an emergency occur, please send a note to school. Upon approval by the principal, specific arrangements will be made with transportation.

School Bus Conduct

It is very important that students behave appropriately while riding the school bus. Behavior that distracts the bus driver causes an unsafe situation. Riding the school bus is a privilege. It should not be abused.

The following rules must be adhered to when riding the school bus:

- Children must remain in their seats while the bus is moving.
- All students will be assigned seat assignments (i.e. window, middle, and aisle) on the school bus and are expected to remain in their designated seat the entire school year unless instructed otherwise by the bus driver or administration.
- Seat belts must be fastened appropriately.
- Always face forward when riding the bus to avoid possible problems.
- No excessive loud talking.
- Placing heads and arms out of bus windows is forbidden.
- No tampering with emergency door!
- No throwing of objects.
- No standing until the bus has come to a complete stop.
- Refusal to cooperate with bus driver will be reported to school administration.

Failure to abide by these rules will result in an administrative warning, detention, or bus suspension. We urge you to discuss these safety rules with your children. More information can be found in our Student Code of Conduct regarding consequences for unsafe behaviors on the bus. If you have questions in regards to your child's busing, please call transportation at **856-467-5133 x 302.**

DRESS CODE

Parent cooperation is necessary to see that children are dressed in a manner that is not only comfortable, but also appropriate for school. Parents are advised to exercise care and caution selecting clothing for students that conforms to safety regulations and supports an environment conducive to learning.

Clothing:

- Clothing (tops, pants, skirts, etc.) should be neat and comfortable. Overly revealing clothing (very short or tight shorts or skirts, shirts that openly expose bare midriffs or undergarments, spaghetti straps, strapless tops, rips in pants that are higher than mid-thigh etc.) is **UNACCEPTABLE**. If a student is dressed in clothing that is deemed inappropriate or non-conducive to maintaining a learning environment, the parent will be contacted to bring a suitable change of clothing to the school.

Outerwear:

- Since recess is regularly held outside, even during the cold winter months, it is important that children dress in appropriate outerwear as students will go outside with what they wore to school. The school nurse may make the determination to keep a child indoors in cold weather if he/she does not have suitable outerwear at school that day.

Shoes:

- Sneakers and other comfortable, closed shoes are recommended. Health regulations and safety factors require that shoes be worn at all times at school. Gym shoes (sneakers) must be worn to Physical Education Class. No bedroom slippers, flip-flops, opened toe shoes or shoes deemed unsafe by the administration are allowed to be worn. Socks should be worn during cool weather.

In essence, all pupils are to dress appropriately for their comfort and safety in keeping with planned activities. To help in this regard, the following guidelines are offered:

1. Clothing must be appropriate in terms of safety - such as proper footwear. Sneakers are required for physical education activity.
2. Clothing must not represent through language or graphics anything that is profane, obscene, illegal, or immorally suggestive in nature.
3. Clothing must be conducive to comfort in and out of doors - e.g., no hats, scarves, or coats may be worn in the classroom unless requested by the classroom teacher or administration.

SPIRIT DAY

Every Wednesday of each week (full or shortened day, or in-service day), staff and students are encouraged to wear clothing with the South Harrison Township emblem or South Harrison Township colors of blue and gold to show off their Roadrunner pride.

PRESCHOOL INCLUSION PROGRAM

Purpose

The South Harrison Township Elementary School District Preschool Inclusion Program will enroll multi-age preschoolers with disabilities along with typically developing children in order to provide school opportunities according to the Individuals with Disabilities Education Act.

Program Overview

The South Harrison Township Elementary School District Preschool Inclusion Program is designed to provide developmentally age-appropriate experiences in a safe and nurturing environment. The District's intention is to address the individual needs of each child by providing experiences that promote physical, emotional, social and cognitive development within curricular activities for both typical and children with disabilities. Through an integrated preschool program, children will gain the confidence and self-esteem necessary to meet challenges encountered daily. The South Harrison Township Elementary School District Preschool Inclusion Program seeks to enable children to reach their potential regardless of their abilities. Children with various disabilities and typical preschoolers will serve as role models for one another. These children will also have an opportunity to interact with the entire student population through their participation in various school district programs and activities such as assemblies, concerts, and field day.

Preschool Program Goals

- To provide a curriculum for each preschool child based on individual differences and abilities
- To provide experiences that meet each child's needs, to stimulate learning in all developmental areas (physical, emotional, social and cognitive) and curricular areas (language literacy, mathematics, social/emotional development, social studies, science, world languages, creative arts and health, safety and physical development)
- To provide opportunities to develop relationships, interactions and activities-these are designed to develop children's self-esteem and to engender positive feelings towards learning and towards other students
- To provide opportunities for the children to participate in small and large group activities to the best of their abilities
- To provide opportunities in all areas of language development-listening, speaking, reading, thinking and expressing themselves in various ways

- To provide experiences in gross motor skills (running, skipping, climbing) as well as fine motor activities (writing, cutting, coloring)
- To provide daily opportunities for a wide range of musical and movement activity

<u>*YOU WILL JEOPARDIZE YOUR CHILD'S SLOT IN OUR PRESCHOOL PROGRAM IF:</u>

- He/She has 5 consecutive unexcused absences.
- He/She is late more than (4) times.
- He/She has more than (4) unexcused late arrivals or early dismissals.

Curriculum

Here at South Harrison, we offer a child-centered and developmentally appropriate program for three- through five- year-old children. South Harrison Township has chosen to implement the play-based learning framework of Creative Curriculum® for Preschool. Creative Curriculum® is a comprehensive system of learning based on research and knowledge regarding all areas of child development – social/emotional, physical, cognitive, and language.The curriculum is designed to present knowledge building and daily practice resources in tandem, giving educators the what, why and how of early childhood education. Play allows children to learn about the world and themselves. As children play, they learn new skills, develop coping mechanisms, test new ideas, and master their bodies.The teachers use their own experiences, as well as the interests of the children, to adapt the curriculum to be unique to each class. Classroom observations and assessments become important tools for the teachers to communicate with parents..

Snack

South Harrison Township provides small daily snacks during the course of our full-day program. We often offer animal crackers, goldfish, or other whole grain crackers, and water. If your child has a specific food allergy of any sort, you will be given the opportunity to communicate with the teacher, in advance, regarding snacks so that you may prepare an alternative treat for your child.

Food in Our Preschool Classrooms NO NUT POLICY

We ask that parents of all children not send any food or food product that lists peanuts and/or tree nuts on the ingredient label. South Harrison Township has adopted a "No Peanuts or Tree Nuts at School" policy. We ask that parents carefully monitor foods being packed in lunch boxes to ensure that no peanuts, peanut oils, or other nuts or nut oils are among the foods selected (allergy-wise, coconuts are considered a fruit and are okay). Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are nut free. This includes labels that read "May contain traces of peanuts/nuts," "May contain traces of almond," "Manufactured in a plant that processes peanuts," and so forth. Rule of thumb: if in doubt, make another choice.

In classrooms where children have potentially life-threatening sensitivities, South Harrison may consider additional safety measures and address the situation on a room-by-room basis. **Food and baked goods need to be store-bought only and not prepared at home. Food sent in for special occasions (birthdays, class parties, etc.) must be free of all nut ingredients and a list of those ingredients given to the teacher.**

PROJECT CHILD FIND

Some children are born with or may develop physical and/or mental conditions, which delay their normal growth and development. These conditions may affect the way a child sees, hears, talks, moves, plays, or learns. Many of these problems can be helped or completely corrected if parents recognize the problem early and seek help.

If your child is an infant or younger than 3 years of age, contact Project Child Find at 1-800-322-8174.

If your child is ages 3-21, services are available through the South Harrison Township School District. Please contact the Child Study Team for more information.

REGISTRATION FOR KINDERGARTEN AND NEW STUDENTS

Children who will be five (5) years old on or before October 1 will be eligible for Kindergarten class in September. Entrance requirements as per Board Policy number 5112-Entrance Age are as follows:

- Proof of age - validated through a legal birth certificate.
- Required immunizations.
- Proof of a physical examination within 365 days of the child starting school.
- Transfer card if the child is transferring from another school district.
- (3) "Proofs of Residency" - Evidence that parents or guardians reside in South Harrison Township must be presented at the time of registration.

If the child and parents are living with another family in South Harrison Township, a letter from the owner/landlord verifying residency of the family must be presented.

If the child is living in South Harrison Township with someone other than a parent or legal guardian(s), an affidavit must be completed in the Principal's office.

A visit by school officials may be necessary in order to verify residency.

All registrations may be completed by contacting the Main Office. All forms are available on the website.

EMERGENCY CLOSING INFORMATION

When school must be closed due to emergencies and inclement weather, announcements will be made through School Messenger. School days missed due to emergency closings are usually added to the end of the school year. Parents will be notified of any adjustments to the school calendar.

EMERGENCY DISMISSAL

Emergencies may arise during the year that would necessitate the early closing of school. Emergency dismissal time is 1:10 PM., but a special circumstance may require an alternative time.

Our school uses School Messenger as our emergency notification system. It enables school administration to efficiently communicate with our families via an automated system. The primary uses of the system will be to notify you of important events, reminders, delayed openings, early dismissals, school closings, and emergencies. If an emergency early release should be necessary (example: no heat, electric or water, snow), an automated call or email will be sent detailing critical information and/or emergency instructions. Messages of this nature will be distributed to all available contacts entered into the system. In order to contact you, please subscribe to School Messenger through your ALMA Parent Portal account. Make sure you provide ALL available numbers to reach you if school should close early so that someone will be able to reach you if an emergency arises! Every effort will be made to ensure that no child is sent to a home without proper supervision. The safety of every child is our main concern.

Please plan on what your child should do if an early dismissal is necessary and discuss this plan with your child. When in doubt, a phone call to the school is always welcome.

If you require additional assistance setting up your ALMA account or School Messenger account, please contact the main office at 856-769-0855 x1103.

CLASSROOM PARTIES

Classrooms enjoy several planned parties each year. We would like to discourage changing a student's normal dismissal procedure, but we understand that changes may be made for convenience purposes. If you are attending school for a special classroom party and taking your child with you after the party, we ask that you follow our established procedure. **Due to the increase in students leaving on days when the class has a party, all parties will end by 3:00 PM (12:55 PM on early dismissal days)**. Preschool parents, please refer to your child's teacher for classroom party details. Please review the guidelines:

- A written statement from the parent should be sent to the teacher on the morning of the party.
- If a parent is unable to send in a note, the parent must directly notify the **Main Office** when they sign in for the party.
- An announcement will be made on the intercom announcing the conclusion of classroom parties at 3:00 PM (12:55 PM on early dismissal days). If a parent is taking his or her child home, the parent and the child must come to the Main Office in order to properly sign out. Should a parent allow another adult to take his or her child home, written authorization from the parent is required.

FAMILY LIFE

The Board directs administration to coordinate the development of a family life education curriculum in compliance with New Jersey administrative code. The curriculum guide shall provide material suited to each grade level and be presented in a manner intended to foster respect of the human body and an understanding of how human sexuality affects personal and family relationships.

The curriculum offering shall be developed with the active participation of teachers, administrators, students, parents, physicians, members of the clergy and representatives of the community.

The Administration shall assure that the curriculum is articulated so that the transition from elementary to secondary approaches to this material meets the needs of the students.

Any student whose parents present to the administration a signed statement that any part of the instruction in health, family life education or sex education is in conflict with his/her conscience, or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and no penalties as to credit shall result there from. The Board urges all parents to become familiar with the content of the family life education curriculum and the sequence of instruction and to participate in curriculum development as provided by N.J.A.C. 6:29-4.2.

The Board upon recommendation of the Principal shall determine the content, sequence, and materials of family life education. (18A:35-4.6 through 4.8)

FIRE/EVACUATION DRILLS

All school districts in New Jersey are required to have a school safety and security plan. Each plan must be designed locally with the help of law enforcement, emergency management, public health officials and all other key stakeholders. All plans must be reviewed and updated on an annual basis. These plans include procedures to respond to critical incidents ranging from bomb threats, fires and gas leaks, to an active shooter situation. All employees in the school district are provided with annual training on school safety and security. Fire drills and one school security drill are conducted each month. Bus evacuation drills are also conducted in the fall and spring under the direction of the administration and the school bus drivers. The primary goal of these drills is to familiarize staff and students with emergency procedures. If you have any questions about the school district's safety and security plan, please contact the Main Office at 856-769-0855 x1103.

FOOD SERVICE DEPARTMENT INFORMATION

Food Service Mission
Nutri-Serve Food Management will be operating our school cafeteria. Nutri-Serve recognizes that good nutrition and learning go hand in hand. Therefore, our food service management team is dedicated to offering nutritious meals, which meet the guidelines set by the USDA Child Nutrition Program Questions and Concerns may be directed to Elise Boody, Kitchen Manager at 856-769-0855 x 2151.

REPORT CARDS

At regular intervals during the school year, progress reports and report cards are available in Alma. This will enable them to see the strengths and weaknesses of their child's work. We encourage parents to study these reports carefully and arrange for a teacher conference if necessary. It is our hope that this type of reporting will allow problems to be corrected before they become acute.

Trimesters
The timeline for each trimester is listed below.

Trimester 1 Progress Report	10/22/2026	**Trimester 1 Report Card**	12/10/2026
Trimester 2 Progress Report	2/03/2027	**Trimester 2 Report Card**	3/18/2027
Trimester 3 Progress Report	5/05/2027	**Trimester 3 Report Card**	6/16/2027

GRADING POLICY
For grades K through 4, South Harrison Elementary School uses a standards-based report card to report student progress. These report cards allow specific, individualized feedback as to what every child should know and be able to do at each grade level in all subjects. This new reporting system is designed to give parents more detailed information about their child's progress. More detailed information about our grading policy may be accessed on our website.

For grades 5-6, South Harrison Elementary School requires that students complete all assigned work. Below you will find specifications for the school's grading policy.

Category	Weight	
Supportive Assessments	10%	**Purpose:** To reinforce instruction and facilitate comprehension. **Examples**: Homework, participation, guided practice, notebook checks, outlines
Secondary Assessments	40%	**Purpose:** Ongoing or formative assessments to guide instruction. **Examples:** Quizzes, graded practice, minor writing responses, journal entries, outlines.
Primary Assessments	50%	**Purpose:** Summative assessments to evaluation mastery/comprehension **Examples:** Tests, major projects, major essays, extensive labs, oral presentations, performances

Special area teachers with students in grade 5-6 assess student progress using the following guidelines below:

Secondary Assessments	80%	**Purpose:** Ongoing or formative assessments to guide instruction. **Examples:** Quizzes, graded practice, minor writing responses, journal entries, outlines.
Primary Assessments	20%	**Purpose:** Summative assessments to evaluation mastery/comprehension **Examples:** Tests, major projects, major essays, extensive labs, oral presentations, performances

HOMEWORK PROCEDURES

Regular and meaningful homework assignments are educationally valuable and necessary. In addition to reinforcement of skills attained through drill exercises, homework assignments should encourage students to conduct research and to think independently. Teachers should ensure proper emphasis is placed on home study by correcting written assignments and eliciting individual student feedback relative to assignments.

Parents/guardians, students, and teachers are jointly responsible for the accomplishment of homework.

- It is the teacher's responsibility to consistently assign clear, meaningful homework, which reinforces the skills taught in class, and to provide feedback to the student in a timely manner.
- It is the parent's responsibility to provide a time and place (free of distractions) for the child to do his/her homework. The parent will review directions with the child (early grades) and see that the work is completed. The child will do the work. Parents should never complete a child's homework because of a lack of time or understanding; instead, they should contact the teacher to discuss the problem.
- It is the student's responsibility to complete the assignment and return it to the teacher.
- There will be some form of regular communication between the teacher and parent to verify that the homework is completed in an acceptable manner. If a parent requests homework for an ill child, the teacher will be asked to gather the assignments to be sent home. Please provide a 24-hour notice to the teacher for this to be done.

GIFTED & TALENTED PROGRAM

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, the building administration, and the Instructional Facilitator.

Students in Grades 3-6, who are identified as intellectually gifted, are enriched through a Gifted and Talented program. Classes are usually held one to two periods per week throughout the school year. The program runs approximately from October through May. For more information, please visit our website: Gifted & Talented

DISCIPLINE

The South Harrison Township Board of Education and Administration endorse the implementation of the New Jersey Positive Behavior and Support in Schools (NJ PBSIS) as a tiered system that provides equitable access to a range of school intervention needs including conduct, behavior and social and emotional wellness. At South Harrison Township Elementary School, we strive to be **respectful, responsible, and kind.** These overarching expectations guided the development of school-wide expectations to be followed by all students. Having clear expectations ensures that all stakeholders understand their responsibility in maintaining a safe and secure learning environment.

Student Rights and Responsibilities

Substantial bodies of state and federal laws address the rights of students. These are outlined in the New Jersey State Administrative Code and summarized in the document entitled Codes of Student Conduct. These documents will guide any questions that may arise in these areas. These rights include:

- The right to a public education that supports student development into productive citizens
- The right to attend school in a safe and secure environment
- Advance notice of behaviors that will result in suspensions or expulsions
- First Amendment rights
- Protection from discrimination and harassment and entitlement to respectful communication
- Attendance at school irrespective of students' marriage, pregnancy or parenthood

- Due process and appeal procedures and policies (NJCA 6A:3-1.3 through 1.17, NJCA 6A:4 and where applicable, NJCA 6A:14-2.7 and 2.8 and 7.2 through 7.6)
- Parent notification consistent with the policies and procedures established pursuant to (NJCA 6A:16-6.2(b)3, 7.2, 7.3 and 7.8)
- Search and seizure rights within a school setting
- Records and privacy protections pursuant to Federal and State laws and regulations identified at NJCA 6A:16-7.1(c)3vii

School-Wide Expectations

Every child has the right to an education, but along with this right comes responsibilities. Each student's right to learn will be protected. It is the goal of the school to establish a positive learning environment by nurturing student self-discipline. Students at South Harrison Township Elementary School are expected to abide by the school rules, which are listed below.

General Guidelines

Students are expected to:

1. Be kind and courteous to adults and to other students.
2. Respect the property and belongings of the school and other people.
3. Follow the directions of the adult in charge.
4. Keep the school neat and clean.
5. NOT have cell phones or any other electronic/recording devices (e.g., iPhone watches, iPad, Tablets, Nintendo DS) unless arrangements are made with the classroom teacher.
6. NOT have laser pointers, portable musical devices, guns and/or toy guns, knives, pocket knives and/or toy knives in the school.

❖ **Classroom:**
- Use kind, helpful, and appropriate words
- Cooperate with adult instructions
- Raise hand to contribute
- Stay quiet when someone else is speaking

❖ **Hallways:**
- Keep your hands, feet, and objects to yourself
- Walk at all times
- Go directly to your destination
- Stay in a single file line

❖ **Bathrooms:**
- See a problem? Is something broken? Report it to an adult.
- Flush the toilet
- Wash and dry your hands
- Use a quiet/indoor voice

❖ **Cafeteria:**
- Clean up your area
- Cooperate with adult directions
- Everyone is welcome to sit with us
- Use a quiet/inside voice

❖ **Recess:**
- Cooperate with adult directions
- Stop and listen when whistle blows
- Stay in designated areas
- Use kind/helpful/appropriate words

❖ **Multi-purpose Room:**
- Cooperate with adult instructions
- Enter and exit quietly

- Sit as instructed

❖ **Buses:**
- Cooperate with adult instructions
- Buckle your seatbelt
- Remain seated at all times
- Keep your hands, feet, and objects to yourself

Consequences

Consequences will be set by the school administrator in accordance with the district's discipline guidelines in the Student Code of Conduct.

Disciplinary Action Sequence and Parent/Guardian Notification Procedure

Any infraction that a teacher or principal considers of a serious nature will be followed up with a phone call or email. Lesser infractions will be taken care of by the classroom teacher and parent/guardian notification will be made through that teacher.

Suspension

❖ **Introduction**
- ➢ When a student is to be suspended, an administrator will immediately initiate contact with the parent/guardian via telephone. Before a student may return to school, the parent/guardian must contact the administrator to discuss the situation. In no case will a student be allowed to resume classes without this home/school contact.

❖ **Suspension Guidelines**
- ➢ Suspension shall be used only when other applicable disciplinary measures have been taken in an effort to correct the inappropriate behavior, or the particular behavior warrants the action due to its seriousness.
- ➢ It will be at the discretion of the building principal whether a suspension will be in-school or out-of-school. The same procedures for due process and parental notification must be used for either type of suspension.
- ➢ In all instances for all grades, emphasis is to be placed on providing counseling and establishing continuing communication with the parents/guardians of children who continually misbehave, disregard rules, or pose a threat to others. The Child Study Team and any other school officials deemed necessary shall intervene as required when determined by the building principal.

❖ **Suspension Regulations and Reasons**
- ➢ When a child is placed under "out of school suspension", it is the student's responsibility to make up all work missed. No grade will be affected unless the work is not completed by a deadline set by the assigning teacher.
- ➢ Only the principal has the authority to suspend a child.
- ➢ "In school suspension" will be left up to the discretion of the principal. All rules and guidelines listed under suspension will apply also for "in school suspension."
- ➢ Disruptive behavior includes, but is not limited to:

(1) Continued and willful disobedience
(2) Open defiance of the authority of any teacher or person having authority over him/her
(3) Actions that constitute a continuing danger to the physical well being of other pupils
(4) Physical assault upon another pupil or adult
(5) Taking, or attempting to take, personal property or money from another pupil whether by force or fear
(6) Willfully causing, or attempting to cause, substantial damage to school property
(7) Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority
(8) Inciting others to take part in an unauthorized occupancy
(9) Inciting other students to truancy

(10) Habitual use of profanity or of obscene language

➢ As with all discipline measures, the student shall have the right to due process.

HEALTH SERVICES

Communicable and Nuisance Diseases

Any child who becomes ill with one or more of the following children's diseases will not be permitted to attend school for the indicated time period. Upon returning to school after one of these illnesses, the child must be checked by the school nurse before being readmitted.

Students with a temperature of 100 degrees or above MUST be excluded from school. Students excluded from school due to fever may not attend after school activities or events that day. As per the NJ Department of Health guidelines, students must be fever free for 24 hours without fever reducing medication in order to return to school. If a student is excluded due to rash or contagion other than fever, he/she may only attend after school activities/events with a clearance note from his/her doctor and only if in accordance with the contagion policy.

Condition	May Return
Chickenpox	6 days from first appearance of rash or after lesions become dry
Conjunctivitis "Pink Eye"	When under treatment 1-3 days and after any discharge has ceased
Covid-19	See Covid-19 Information via District website
Fifth Disease	With signed permission from attending physician
German Measles	4 days from first appearance of rash, with signed permission from physician
Hepatitis A	7 days from first appearance of jaundice and after clinical recovery, with signed permission from attending physician
Hepatitis B	Upon clinical recovery, with signed permission from an attending physician.
Impetigo	24 hours after beginning antimicrobial therapy and when lesions are dry, with signed permission from attending physician
Lice/Nits (Pediculosis)	Any child found with Pediculosis (lice/nits) will be excluded from school immediately. It is recommended that the pediatrician or family doctor be consulted. Information on cleansing procedure is available from the school nurse. Prior to being readmitted to school, the parent is to bring the child to the school nurse. Upon elimination of all nits/lice-must be cleared by an examination by the school nurse. She will examine to make sure that absolutely all nits and

	lice are gone. Even after treatment, nits (eggs) can remain. Recheck your child seven days after treatment. An attending physician's permission is not sufficient if nits (eggs) are present, even though treatment may have been administered.
Measles	4 days from first appearance of rash, with signed permission from attending physician State law requires child's doctor to certify a history of disease.
Mononucleosis	Upon clinical recovery, with signed permission by attending physician
Mumps	After at least 9-14 days or until swelling disappears
Pinworm	When under treatment, with signed permission by physician
Ringworm	When under treatment, with signed permission by a physician. The Area must be securely covered.
Scabies	When free from infection, with signed permission from attending physician
Strep Infection	(Strep throat, scarlet fever, scarlatina) - after 2 days if under treatment, or upon clinical recovery with signed permission from attending physician
Trench Mouth	After 1 day of medical treatment, with signed permission from attending physician/dentist

MEDICAL INFORMATION

Emergency Forms: This form will be issued to new students and verified for returning students. Each student is required to return this form completed, with any changes and signed by parent or guardian each year. Emergency contact numbers are extremely important in the event of an early closing (inclement weather, emergency). Please update the school with any changes in contact numbers as soon as possible.

Illness at School: When a student becomes ill at school, the child is sent to the nurse. If the nurse feels that the child should go home, she contacts the parents. If they are not available, she will notify the person whose name is on the student's emergency card.

Students with a temperature of 100 degrees or above MUST be excluded from school. Students excluded from school due to fever may not attend after school activities or events that day. As per the NJ Department of Health guidelines, students must be fever free for 24 hours without fever reducing medication in order to return to school. If a student is excluded due to rash or contagion other than fever, he/she may only attend after school activities/events with a clearance note from his/her doctor and only if in accordance with the contagion policy.

Immunizations: New Jersey has strict regulations concerning the immunizations of children who attend school. Students who do not meet these requirements WILL NOT be allowed, under state law, to attend. Questions may be directed to Mrs. Beth Bakley, the school nurse.

Prolonged Absences: Students are required to bring a written note explaining the absence regardless of the number of days absent. However, the family will be contacted by the nurse if a student has an unexplained absence of three days or longer. After an absence of five days, a doctor's note is required before the child can be readmitted to school.

Annual Screenings: The following routine screenings will be performed yearly: height, weight, blood pressure, hearing, vision, and dental screenings for Preschool students.

Scoliosis Screening: Scoliosis or postural screening is every two years for students 10 years and up. This is a state-mandated non-invasive exam conducted by the school nurse. Notices are sent home prior to screening.

Medications: Only emergency or long-term medications should be dispensed at school. (I.e. asthma, hyperactivity, bee sting allergies, or diabetic reactions). Any medication that must be given at school is to be brought to the school nurse in the original pharmacy container and cannot be transported back and forth each day.

MEDICATION

The administration of medication in the school is to be avoided whenever possible. No medication shall be administered to pupils in school except by the school nurse or assigned designee, after all necessary approvals have been secured. "Medications" shall include all medicines prescribed by a physician for a particular pupil, including prescription and nonprescription drugs.

It should be remembered that nonprescription, over-the-counter remedies (cough drops, nose sprays, creams, etc.) are medicines. Any use in school must be prescribed by a physician and requested via the above procedure. Inhalers and peak flow meters are also monitored by the school nurse. Students may use ChapStick or Blistex without a doctor’s order and as per parent discretion.

The written order of a prescribing physician shall include (a) the purpose of the medication, (b) the dosage, (c) the time at which or the special circumstances under which medication shall be administered, (d) the length of time for which the medication is prescribed, (e) possible side effects of the medication. **The Request For Administration of Medication Form** can be obtained from the school nurse and is available on the website.

Medication must be delivered to the school nurse in its original container by the parent/guardian. Medication no longer required must be removed by the parent/guardian.

All medication will be appropriately maintained and secured by the school nurse. The nurse may provide the teaching staff members who are concerned with the pupil's educational progress with such information about the medication and its administration as may be in the pupil's best interests.

The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the dosage and timing of the medication, and a notation of each instance of administration.

Each year the School Doctor, Dr. Seretis, and Ms. Bakley work together to update our standing medical orders so that we may take certain measures to keep your child safe and treat them within the parameters of the law. After discussing the increasing numbers of children with allergies in our school, we decided to add Epi-pen/ Epi-pen Jr. use to the standing orders. Epinephrine (the medication in an Epi-pen) is used to treat severe allergic reactions. What this means is that if your child has no history of anaphylaxis (severe, life-threatening allergic reaction), but starts to show signs of this type of reaction after eating certain foods (i.e. peanut butter) or after a bee sting, the nurse or assigned designee may give him/her an Epi-pen or Epi-pen Jr. (based on their weight) in order attempt to save his/her life.

New Jersey State law requires us to let you know that this order is in place. If you have any questions or concerns, you may contact the school nurse at (856) 769-0855 x1171.

INSURANCE

Parents will have the option of purchasing additional student accident insurance only at the beginning of the year. Please go to the following website www.studentinsurance.com for information and/or an online application for the **24 Hour Wrap Around (voluntary) Coverage** provided by AIG. The Board of Education does provide individual health/accident insurance for each child.

HAZARDOUS SUBSTANCES NOTIFICATION

Pursuant to the Worker and Community Right to Know Act, N.J.S.A. 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.

If you have any questions or wish additional information, please contact our School Nurse.

LOST AND FOUND

Students are encouraged to be responsible for their own possessions. Neither the school nor teachers will be held accountable for lost items. Items not claimed will be given to charity at the end of the school year. All articles of clothing, lunch boxes, and school supplies should be clearly marked with the child's name.

SCHOOL PICTURES

Student and class pictures will be taken in the Fall of the school year. Notices will be sent home with the cost and date that pictures will be taken. Students are not required to purchase school pictures. We will be reevaluating the process to ensure the safety of the kids.

SCHOOL RECORDS

The cumulative school records of children are available for their parents and guardians to read. We ask that parents give 24-hour notice so that records may be ready for inspection. Upon arrangement, someone will be available to review records and answer any questions that may arise.

VISITORS-SCHOOL SECURITY PURPOSES

In order to maintain school security and safety, **ALL** visitors are asked to report to the Main Office. **PHOTO ID is REQUIRED** when arriving on school grounds. **Students and staff are not to open doors for any person at any doorway. This includes substitutes.** All visitors to the building must ring the buzzer at the Main Entrance to be admitted into the building. All other doors are locked. Once you have entered the building you must report directly to the Main Office vestibule window for assistance and/or sign in and obtain a visitor's pass. Anyone not reporting to the Main Office is considered trespassing and in violation of school security. This is being done for the safety of all of our children.

Parents and guardians may drop off items (e.g. homework, lunch money, birthday treats) at the Main Office drop-off window. All items must be properly labeled with the child's name and grade. Materials will be available for labeling. If you have an important message or something to deliver to your child during the school day, please leave it with the school secretary. In this way, disruptions to the children's learning are kept to a minimum. For any parents wishing to visit the school, **All visits should be arranged in advance.** If you need to speak to your child's teacher or any other staff member, please contact them directly to schedule a conference.

ROADRUNNER OF THE MONTH

The purpose of this program is to give formal recognition to those pupils who have consistently demonstrated respect, responsibility, and kindness.

Procedure for Selection

- Each grade level and special area teachers will submit to the office the name of a student who has demonstrated the above mentioned character traits along with a brief narrative describing the student and the rationale for how the student exhibits respect, responsibility, or kindness.
- Each month, selected students' names will be announced over the intercom in a reasonable period of time and announced through email to the school community.
- The children's names will be placed on the bulletin board adjacent to the office.
- A letter will be sent to the parents indicating their child's selection as Roadrunner of the Month and will be recognized at the next Board of Education meeting.

TELEPHONE USAGE

Students should only use the telephone in emergency situations. When necessary, students may use the main office telephone, but only after they have received permission from the teacher. Families should finalize their plans for the day before the student reports to school.

Teachers will not be called from class for telephone conferences. Messages may be put in their Voice Mail and they will then respond at their earliest convenience.

TITLE I PROGRAM

This is a federally funded program, which helps students who have difficulty with reading/language arts and/or math. Our program is a combination of supplemental small- group instruction and in-class support. Parents are notified if their children qualify for the program. Qualification is determined through teacher recommendation, classroom performance, and standardized test scores. Individual student improvement plans are developed for each child in the program, and reports are sent home with report cards. Students will receive this extra support from certified teachers through our Response to Intervention program.

TRANSFERS AND WITHDRAWALS

The following procedure will be used when transferring or withdrawing students:

- Parents should notify the school at least five days in advance before transferring or withdrawing a student. Parents must come to the main office or send a written request/email stating the withdrawal date, new home address, and name and address of the new school, if known.
- The student must return all textbooks, library books, and other school property.
- Lunchroom and library fees must be paid before the student leaves.

EDUCATIONAL TRIPS

Field trips are held periodically during the year to broaden students' learning experiences. Permission slips will be sent home prior to the field trips. It is the student's responsibility to return the signed permission slip prior to the date of the field trip. Without this signed form, students will not be able to participate. Parents/guardians will be notified in advance of any cost involved and may be asked to assist in chaperoning students. Students who exhibit continuing behavior problems in the classroom may be denied participation on field trips.

On the day of the field trip, students will return to school and follow their normal dismissal procedure. Since field trips are school sponsored trips, ALL students must ride the bus to and from the trip locations. All parents/guardians have the choice to meet at each trip location. If they choose to do so, please remember that assigned chaperones are responsible for all students in their group and at no time should any student leave their assigned chaperone. Parents/guardians may join the already established group once they arrive and will be responsible for paying for their admission. Any student(s) not attending the trip will participate in an alternative activity during regular school hours.

VACATION

School attendance is very important. It is necessary for children to receive continuous instruction; every day missed sets children back and creates added pressure. We publish the school calendar well in advance to help you plan family trips so they coincide with school vacations. We urge that you comply with the school calendar.

Since assignments are based upon material that has been previously taught, work must be made up after a child returns and cannot be sent home in advance. Your cooperation would be greatly appreciated.

VOLUNTEERS

Parent volunteers are a vital part of the school. Any amount of time a parent can volunteer is greatly appreciated. Among the many services volunteers can provide are: assisting teachers with classroom activities, working in the library, helping with fundraising, and chaperoning field trips. One room parent is needed for each classroom. The PTO manages and coordinates all events, as well as orients all room parents.

To better ensure the safety of ALL children here at school, the Administration and Board of Education have come up with a new Parent Volunteer form. ALL parents who wish to volunteer at the school MUST complete and return the form to the school before being considered for volunteer services within the school. We are doing this because of concerns our district has experienced regarding Megan's Law and with parent custody issues. We feel the need to provide safeguards for our volunteers to be around children. This way we the administration and the board also feel that this will help make people aware that we only have volunteers who have completed and turned in the Certification Regarding Confidentiality and Personal Criminal History Statement form to the school.

DISTRICT WEBSITE (www.shsd.us):

Please take time to familiarize yourself with our school's website and register for email alerts and/or text messages. We post Emergency Closings, School Board Agendas, School Board Notes, School and/or Community Flyers, Lunch Menus, School Events, and PTO Events on our website. After registering through **SCHOOL MESSENGER**, email and/or text alerts will be sent to keep the lines of communications open and informed.

TEACHER WEBSITES

The district website also allows parents and students to access teacher websites. Teacher websites provide a wonderful opportunity for parents and students alike to view teacher/course information, additional resources, and information to support student success.

WELLNESS AND NUTRITION (Local)

The board recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. The board is committed to:

- Providing students with healthy and nutritious foods;
- Encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains;
- Supporting healthy eating through nutrition education;
- Encouraging students to select and consume all components of the school meal; and
- Providing students with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of the After School Snack Program shall meet the standards as outlined within this policy. The following items may not be served, sold or given out as free promotion anywhere on school property at any time before the end of the school day:

- Foods of minimal nutritional value (FMNV) as defined by the U.S. Department of Agriculture regulations;
- All food and beverage items listing sugar, in any form, as the first ingredient; and
- All forms of candy.

Schools shall reduce the purchase of any products containing trans fats. (Federal labeling of trans fats on all food products is required by January 1, 2006.)

All snack and beverage items sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores and fundraisers or served in the reimbursable After School Snack Program, shall meet the following standards:

A. Based on manufacturers' nutritional data or nutrient facts labels:
    1. No more than eight grams of total fat per serving, with the exception of nuts and seeds.
    2. No more than two grams of saturated fat per serving.
B. All beverages shall not exceed 12 ounces, with the following exceptions:
    1. Water.
    2. Milk containing two percent or less fat.
C. Whole milk shall not exceed eight ounces.

In elementary schools 100 percent of all beverages offered shall be milk, water or 100 percent fruit or vegetable juices.

In middle and high schools:

A. At least 60 percent of all beverages offered, other than milk and water, shall be 100 percent fruit or vegetable juices.
B. No more than 40 percent of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this policy, with the exception of foods of minimal nutritional value as defined by USDA regulations.

This policy does not apply to: medically authorized special needs diets pursuant to 7 CFR Part 210; school nurses using FMNVs during the course of providing health care to individual students; or special needs students whose Individualized Education Plan (IEP) indicates their use for behavior modification.

Adequate time shall be allowed for student meal service and consumption. Schools shall provide a pleasant dining environment. The board recommends that physical education or recess be scheduled before lunch whenever possible.

The school district's curriculum shall incorporate nutrition education and physical activity consistent with the New Jersey Department of Education Core Curriculum Standards.

The board is committed to promoting the Nutrition Policy with all food service personnel, teachers, nurses, coaches and other school administrative staff so they have the skills they need to implement this policy and promote healthy eating practices. The board will work toward expanding awareness about this policy among students, parents, teachers and the community at large.

Community Resources

Acenda Integrated Health

42 South Delsea Drive
Glassboro, NJ 08028
24 Hour Hotline: 856-845-9100

Performcare 1-877-652-7624

https://www.performcarenj.org/families/eligibility.aspx

https://www.performcarenj.org/families/emergency-services.aspx

Family Support Organization (FSO) of Cumberland/Gloucester/Salem
https://www.cgsfso.org/

3739 North Delsea Drive
Vineland, NJ 08360
Phone: 856-507-9400 ext.101
Fax: 856-507-9401

Little Hands Family Services
900 Route 168 Suite D-1
Turnersville, NJ 08012
856-228-1005
info@littlehandsagency.com

https://www.littlehandsservices.com/outpatient.html

NJ211
https://www.nj211.org/