PARENT-STUDENT HANDBOOK

2026-2027

HADDON TOWNSHIP
ELEMENTARY SCHOOLS

HADDON TOWNSHIP ELEMENTARY SCHOOLS

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For detailed information regarding the district and the individual schools please visit Haddon Township School District's website: www.htsd.us

MISSION STATEMENT

The mission of the Haddon Township School District is to expand minds, cultivate problem-solvers, and inspire leaders who persevere in an evolving world.

ADMISSIONS

New Pre-K students must be 4 years old and new kindergarten students must be 5 years old on or before October 1 of the school year in which they are enrolling. Pre-K students who demonstrate exceptional capabilities, and who have a birthday after October 1 but before December 31, may apply for early kindergarten admission by contacting the board office. Pre-K registration will be held in early February. Kindergarten registration will be held later in February. Each school will contact parents with the specific date. Please call the school office in advance to obtain the necessary paperwork and to make an appointment to enroll your child.

New first grade students must be 6 years old on or before October 1. A completed Haddon Township Medical Examination form is required when a student enters school for the first time. Age must be verified by a birth certificate and immunization records must be complete. Proof of residence is also required.

Students transferring from other schools are required to provide immunization records upon enrollment. A request for academic records is sent to the former school after a student enrolls. Proof of residence must be provided to register.

The district has centralized student registrations. Registrations take place at the Board of Education Office at 500 Rhoads Avenue and MacArthur Boulevard.

AMBASSADORS

Each school will have an Ambassador program consisting of 5th grade student volunteers, who will be positioned in each building. Among other important roles our ambassadors play, it is expected that they will assist their schoolmates before and after school, accept more responsibility as the oldest students in the building and help set a positive example for our younger students. If you have any questions or concerns, please email your school's Ambassador advisor.

ARRIVAL AND DISMISSAL

- **Students in grades K-5 should not arrive at school before 8:30 AM and 12:30 PM for afternoon PreSchool. Students returning from lunch should not arrive until 12:40 PM.**

- Students not attending the after-school program are expected to go directly home after dismissal.

- Those students remaining in the building for any reason or those requiring a change in their normal after-school destination must have prior written parental permission.

Haddon Township Public Schools Pupil Supervision Dismissal

Students in 4th and 5th grade are permitted to walk home independently unless the school is directed otherwise from a parent. Parents/Guardians of students who are not eligible for district provided transportation may request that the school hold the student at dismissal unless the student is released to the parent or legal guardian. Parents/guardians requesting the school not release their child to walk home after school unless they are released to the parent/guardian need to complete this section on the responsibility sheet sent home in the FIRST DAY PACKET.

In the event the parent/guardian does not arrive to pick up their child by 3:15 p.m., the child will be placed in the after-school program and the parent/guardian will be subject to a late pickup fee.

ASSEMBLIES

Assemblies are planned periodically as special events and are typically for cultural enrichment. There is often a significant PTA investment in time and money in preparation for an assembly program. Special attention to etiquette and good citizenship is expected of all students.

ATHLETICS-HADDON TOWNSHIP ATHLETIC ASSOCIATION

For information pertaining to H.T.A.A. programs in football, cheerleading, soccer, basketball, wrestling, softball, field hockey, or baseball, contact them at their website at htaasports.org.

ATTENDANCE/ABSENCE/TARDINESS POLICY

School attendance is mandatory in the state of New Jersey. All students enrolled in public schools in New Jersey are required to attend school all the days and hours that the public schools are in session in the school district except for absences which are excused (see below).

Regular attendance is essential to a student's success in school. A school day that is counted as a day of attendance is defined by New Jersey law as one that is not less than a four-hour academic day for grades K-5.

- If a child arrives at school by 10:10 a.m. the attendance will be considered a full day. If a child arrives after 10:10 a.m. or leaves before 1:40, then it will be marked as a half-day absence.
- Students must be present from 8:40 a.m. -1:40 p.m. or 10:10 a.m. -3:10 p.m. in order to get credit for a full day. Additionally, under the law, students are counted as present, absent or excused.

1. Excused absences are limited to those authorized in writing by a physician, dentist, judge, or school official. The fact that a parent writes an excuse does not make the absence lawful or excused, with the exception of religious observance and death in the immediate family. Such

absences are excused. With documentation from the employer, Take Your Child To Work Day will also be recognized as being "excused."

Please Note: MEDICAL NOTES OR OTHER OFFICIAL DOCUMENTATION WILL NOT BE ACCEPTED MORE THAN FIVE DAYS AFTER THE DATE OF THE ABSENCE. STUDENTS WITH MORE THAN EIGHT NON-CONSECUTIVE MEDICAL ABSENCES MAY BE REFERRED TO THE CHILD STUDY TEAM FOR AN EVALUATION TO DETERMINE IF A CLASSIFICATION OF CHRONICALLY ILL IS WARRANTED.

2. Unexcused absences for which there is a limitation of twelve including those which are authorized by parental/guardian notes. Illnesses authorized by notes from doctors are categorized as excused. Illnesses covered by parental/guardian notes only are categorized as unexcused. On the occasion of the thirteenth absence, the Principal or designee will make a determination regarding the need for a court referral for truancy.

****STUDENTS ARE LIMITED TO A TOTAL OF 30 ABSENCES IN A SCHOOL YEAR (THIS LIMIT INCLUDES EXCUSED AND UNEXCUSED ABSENCES). STUDENTS WITH MORE THAN 30 ABSENCES may be retained at the current grade level or be required to attend summer school.**

3. Truancies "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence"

4. Absences are to be reported as early as possible in the morning (or the night before) by telephone or email to the Main Office and nurse. The notification should include the following information: (1) date of absence, (2) full name of child, (3) grade/teacher and (4) specific reason for absence.

6. Students who are absent from school for three consecutive days will be required to provide a doctor's note.

7. When students are absent, they may not participate in or attend any after school and/or evening activities without administrative approval.

8. A student absent 10 or more consecutive school days may request home instruction. A note from the parent/guardian and doctor stating the reason and estimated time to be missed should be given to the guidance counselor. This request should be made as soon as the doctor determines that the illness will cause an extended absence. All requests for home instruction must also be reviewed by the school doctor.

9. Students are required to make up work missed within a time frame (in school days) commensurate with the number of days absent. If the work is not made up within the allotted time, the student receives a zero for that assignment. Please communicate with the teacher for arrangements.

10. When the student has accumulated five (5) total absences, a letter or email will be sent to the parents. The same procedure will be used for ten (10) and (15) absences..

11. If a student accumulates 20 total absences, a meeting will be scheduled with the parent, principal (or designee) and the Assistant Superintendent.

12. Any absence because of a religious holiday will be recorded as an excused absence.

Chronic Absenteeism/Truancy:
Persistent absenteeism and tardiness create a genuine hardship for a student and are regarded as very serious problems by the school. Parents will be made aware of absenteeism concerns according to Haddon Township Board Policy 5200.

Planned Absences/Early Departures:
Planned absences for family vacations or extended school vacations are strongly discouraged because so much of the classroom learning experience is irreplaceable. In the event that a planned absence must be scheduled when school is in session, parents must write a note or email to the **classroom teacher**, **school secretary, and nurse** in advance of the planned absence. The teacher is not required to provide student work prior to the planned absence, however, the student is responsible for completing all missed assignments upon his/her return to school.

A note or email to the **classroom teacher**, **school secretary, and nurse** is also required for planned early departures. Parents must meet their child in the school office and sign their student out. For safety reasons, no student will be permitted to wait outside.

Doctor and Dentist Appointments
Parents are expected to make every effort to schedule their child's doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments. Students will report to the office to wait for their parents. Please provide the office with your doctor's note addressed to the school nurse.

Students Leaving for Lunch *(See **LUNCH** for additional Info)*
Families who wish to take their child home for lunch must follow the school's midday dismissal procedures. Students leaving for lunch are expected to be picked up promptly at 11:40 AM and return to school at 12:40 PM. Every effort should be made to adhere to these times to ensure consistency in supervision and to minimize disruptions to the lunch and recess schedules.

Parents must sign students out and back in through the main office. Repeated late returns may result in a review of the procedures for the student's midday dismissal privileges.

Tardiness:
Any child who arrives after 8:40 A.M. is considered tardy and must report to the Office. Increasing levels of intervention may be administered after the 5th, 10th, 15th and 20th lateness. Only a medical note signed by a doctor or a note from a dentist, court official, or school official can excuse a lateness. The fact that a parent writes an excuse does not make the lateness excused. Excessive tardiness may result in retention or summer school.

Late arrival disrupts class, causes a loss of instruction time for all, puts the late student at an instructional disadvantage and reinforces unacceptable work habits. Tardiness, which is interfering with a child's instructional program, will be handled in a similar manner as indicated above for absenteeism.

***Please Note*: In accordance with District Policy 5200, a student who has not attended school for at least 4-academic hours of a day, may not participate in afterschool/evening activities sponsored by the school or PTA. For PreSchool students, a student who has not attended school for the 2.5-academic hours of a day, may not participate in afterschool/evening activities sponsored by the school or PTA**

BICYCLES

In the interest of safety, students are not permitted to ride bicycles to school.

BIRTHDAY CELEBRATIONS

Due to the increasing amount of food allergies among our students, the childhood obesity epidemic and in order to be compliant with our State and District Nutrition Policies**, we only permit food items listed on the Nutrition Procedures (see Class Parties below)** If you wish to send in a **food item** for your child's birthday, please notify the teacher in advance.

BUS CONDUCT

Children who ride the school bus must follow these basic rules of bus safety to guarantee the welfare of all students on the bus:

1. DO NOT ACT IN ANY WAY THAT MIGHT PUT YOU OR OTHERS IN DANGER.
2. Obey the instructions of the bus driver and the student ambassadors.
3. Be respectful of the bus driver.
4. Remain seated while the bus is in motion – sit only in the assigned seat.
5. Do not extend any part of the body out of the bus.
6. Do not use unacceptable language.
7. Do not damage any part of the bus.
8. Be ready to board the bus when it arrives at your assigned stop.

BUS SERVICE

Bus transportation is provided to all elementary students living in the West Collingswood Heights and West Collingswood Extension sections of Haddon Township. STUDENTS MAY RIDE ONLY ON THE ROUTE TO WHICH THEY HAVE BEEN ASSIGNED. STUDENTS WHO DO NOT BEHAVE APPROPRIATELY MAY BE DENIED THE PRIVILEGE OF RIDING THE BUS.

CELL PHONES/SMART WATCHES and DEVICES

Cell phones and Smart Watches have become commonplace in today's world, but we discourage their use among elementary students. A student may carry a cell phone or smart watch with them to and from school. Cell phones, smart watches and all smart devices, must be off and kept in a backpack between the hours of 8:40 AM and 3:10 PM. **Any cell phone or smart watch use during the school day will result in loss of the privilege.**

In addition, the district will not be held responsible for lost, stolen or damaged cell phones/smart watches.

CHANGE OF ADDRESS, PHONE NUMBER AND EMAIL ADDRESS

It is very important for emergency and administrative reasons that every student maintains an up-to-date address, phone number, emergency contacts and email address record at the school office. Notify the school immediately if you have changes of any telephone numbers or other information on the Responsibility Slip. Unlisted numbers will not be released without permission.

CHAPERONES

Adult chaperones will be asked, at various times during the school year, to accompany classes on field trips or other activities. The following are guidelines for chaperones:

1) All of the school's rules and regulations which are found in the Parent Student Handbook are expected to be followed.

2) Chaperones must stay with assigned students at all times.

3) Chaperones are expected to use their discretion and guide students to safe and appropriate activities and stores.

4) A teacher should be contacted immediately if a child's behavior becomes a disciplinary concern. (See "Field Trip" in this handbook)

CHARACTER EDUCATION

The Haddon Township School District elementary schools utilize the "CHOOSE LOVE" program. The goal of our elementary schools is to educate our students in the value of good character. The program provides students, parents, teachers and administrators with common language in order to demonstrate and promote good character. The CHOOSE LOVE formula is based on the character values of Courage, Gratitude, Forgiveness and Compassion, Likewise, the program supports the district's harassment, intimidation and bullying policy. (Haddon Township Policy 5512.01)

CHILD STUDY TEAM

The Child Study Team consists of a school psychologist, a learning disabilities specialist and a social worker. The purpose of the Child Study Team is to identify and assist students who have special needs. Services are provided only with the written consent of the child's parents. For more information, and procedures to follow regarding identification, referral, and classification of students, contact the Child Study Team office at 856-869-7750 Ext. 7313.

CLASS PARTIES

Due to the increasing amount of food allergies among our students, the childhood obesity epidemic and in order to be compliant with our State and District Nutrition Policies the elementary schools developed a school nutrition policy. Room parents must plan with the teacher in advance for any classroom celebration. These are special times for our students and, while room parents are invited to help manage these parties, we ask that you please check with your child's teacher regarding the appropriateness of bringing siblings to these events.

Holiday parties

- 3 annual celebrations
  - Halloween
  - Winter- Day prior to Winter Break Grades K-5
  - Third Marking Period Celebration- teacher's choice
- Crafts and games encouraged
- Foods/drink allowed:
  - Fruit (no dips)
  - Veggies (no dips)
  - Soft and hard pretzels (only yellow mustard may be used as a dip)

- Cheese
- Crackers
- Sugar-free Jell-o
- Water

CLOSING OF SCHOOL

Closing of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt school closing. The district's electronic emergency notification system will be used, as well as radio announcements, to notify parents of school closing. Haddon Township's closing number is **556**. For a two-hour delayed opening, the number is **5-556.** School closing and other emergency information can also be found on the district website www.htsd.us

In the unusual circumstance when school must be canceled during the school day, the district's electronic emergency notification system will be used to notify parents.

Parents must plan with their child where he or she should go in the event they are not home and cannot be reached. This information must be provided by the parents on the Responsibility Slip, which is sent home on the first day of school. It is important for parents to keep this information current.

CODE OF CONDUCT

In order for students to have the greatest academic, social and emotional success at school, students are expected to:

- Arrive mentally and physically ready to learn
- Show respect for others, property and self
- Take responsibility for their own learning
- Take responsibility for their behavior
- Be aware of their goals and progress
- Talk with parents and staff about school

School rules and policies are designed to ensure the safety of students and protect the learning environment. There are consequences for students whose behavior is disruptive, disrespectful or unsafe.

Detention: Students who break rules or policies may be kept after school for one half-hour detention. The teacher will notify the parent prior to the detention, and the parent will be responsible for the child's transportation from school.

Suspension: Suspensions from school may be given at the discretion of the principal for seriously unsafe or disruptive behavior such as:

- Fighting
- Repeated or serious defiance of adult directives
- Throwing snowballs
- Inappropriate language
- Threats or repeated harassment
- Vandalism

- Possession of anything that can be considered a weapon
- Stealing

Parents will be contacted when a child is suspended. The length of the suspension is at the principal's discretion. The complete Haddon Township policy for discipline (5140), suspension and expulsion (5141) can be found at the Haddon Township Board Office.

COMMUNICATION: THE KEY TO RESOLVING A PROBLEM

The teachers and the principal want to help you in the important responsibility of educating your child. A scheduled, private parent-teacher conference is the most effective method for resolving problems or concerns. Those issues that cannot be resolved by the teacher and parent should be brought to the attention of the principal. If you have the need to discuss your child with the classroom teacher, you should call the school office and arrange an appointment through the school secretary. You may also write directly to the classroom teacher and request a conference.

Home email addresses- it is important to provide the school with an accurate and updated email address for all electronic forms of communication.

COMPREHENSIVE EQUITY PLAN

Haddon Township schools have a state approved Comprehensive Equity Plan, which assures students equal access to all educational and co-curricular activities and prohibits bias, harassment, discrimination and segregation. Don Pullano, Van Sciver Elementary School, 625 Rhoads Ave, Haddonfield, NJ 08033 (856-869-7750 Ext. 6050) is the district's Affirmative Action Officer. Complaints should be forwarded to the building principal, and through him/her to the Affirmative Action Officer. The complete Comprehensive Equity Plan may be found on the Haddon Township website, www.htsd.us

CONFERENCES – PARENT/TEACHER

Regular parent-teacher conferences are scheduled on four 12:40 PM dismissal days during the first marking period. Two conference sessions will be held in the afternoon, and two will be in the evening. Pre-K and Kindergarten parent-teacher conferences are scheduled in November, with an optional conference in May/June. Parents are expected to attend to discuss the progress of their child. This conference time is a key component of the parent/school communication, which is essential to a student's overall progress.

If a parent has a special concern, it is not necessary to wait for the regular conference time. Parent conferences are encouraged and can be arranged at any time during the school year.

COUNSELOR (GUIDANCE)

Our Elementary Counselors will provide counseling services to elementary students who need individual counseling. Parents whose child may be experiencing ***school-related*** social or emotional/behavioral problems may contact the counselor at your home school.

CURRICULUM

The Haddon Township School District continuously seeks to provide the highest quality curriculum possible. Led by the Assistant Superintendent for Curriculum and Instruction, all subject areas are reviewed in a continuous cycle of curriculum improvement.

Curriculum guides for each grade level are available online at www.htsd.us on the "Families" Tab of each school's web page.
Parents who do not have access to the website may obtain a copy of the guide from the school office.

CUSTODY

When there is a problem concerning the custody of a child, a Writ of Custody issued by the court as proof of parental jurisdiction must be brought to the school office.

DRESS CODE

The basis for appropriate dress is safety, health, cleanliness and impact on school climate. Examples of inappropriate dress are bare midriffs and torsos, tank top shirts and spaghetti straps, excessively short skirts or shorts, clothing with inappropriate sayings or images and unsafe footwear such as flip-flops or open toed shoes/sandals. All footwear must be securely fastened in the back. Students may not wear hats in the building. This code applies during any school activity - day or night. Students may be removed from the classroom or event until the clothing or footwear can be made appropriate.

ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)

The Elementary and Secondary Education Act requires all teachers to be highly qualified in the core academic subject(s) they teach. The law also requires schools to inform parents of their rights to inquire about the qualification of their child's teachers. All Haddon Township elementary teachers have been documented as meeting the standard for Highly Qualified teachers according to the law.

EMAIL ADDRESSES

As a district, we are moving toward more electronic forms of communication. Therefore, it is important that you provide the school with an accurate and updated email address for this purpose.

EMERGENCY MANAGEMENT

Two times a month, children from Pre-K to 12th grade and their teachers are required to practice responding to emergencies. As a result of this continual rehearsing, fire drills, other evacuations and lockdowns have become a normal part of schools' routines. Unfortunately, the world in which we live has made it necessary for schools to develop and refine additional plans to ensure the safety of our students during a variety of other situations. In the event of an actual emergency, the district personnel work closely with local authorities, following procedures set which include the dissemination of information to parents/guardians in a manner in which they deem appropriate.

FAMILY EDUCATIONAL PRIVACY RIGHTS

Parents/guardians have the right to review the student records of their children. Those wishing to do so should contact the school secretary. The district follows all policies and procedures in Policy #8330 pertaining to student records. The principal and/or his designee annually apprise the faculty and staff of the policies and procedures pertaining to student records.

FIELD TRIPS

Field trips, to nearby points of interest, are scheduled by classroom teachers throughout the year. These trips are designed to supplement aspects of the classroom curriculum and to introduce students to the

resources of the community. Parents receive notice of field trips in advance of the scheduled trip date and are asked to sign field trip permission forms. Sometimes a small amount of money is requested from each student to help defray transportation costs or entrance fees. Students must travel to and from a school sponsored class trip by the school's form of arranged transportation, i.e. bus, walking, high speed line, etc.

If a parent would like to take their child to or from a field trip directly, the procedure is as follows:

* This does not guarantee a parent's spot as a chaperone.*

At least 24 hours in advance, go to the Board of Education Office, at 500 Rhoads Avenue, and complete a "Request for Transportation by Private Vehicle" form. Along with this form, you must also provide the following:

1. The date, time and reason for the transportation

2. The place from and to which the pupil(s) will be transported

3. The name and address of the driver; copies of the driver's license (this will be done for you at the BOE); vehicle registration and insurance car

4. The name of the pupil(s) being transported

5. A brief description of the transportation vehicle and

6. The driver's signature acknowledges that he/she reviewed and will comply with Policy 8660- Transportation by Private Vehicle and authorizes the District to perform a record check on the driver prior to granting any approvals. Also refer to Policy 2340, the District's Field Trip policy, for further information. The parent(s) or legal guardian(s) of a participating pupil will be given the name of the driver and the description of the vehicle.

Medication

For students who require medication during the trip, the child's parent is encouraged to attend the field trip so they can administer the medication. State law mandates that non-nursing staff is not allowed to administer any medication, including over-the-counter medication. A child who needs medication during a field trip must have one of the following attend the trip:

1. Parent/Guardian
2. Certified school nurse
3. Substitute school nurse employed by the district
4. The student approved to administer pursuant to N.J.S.A. 18A:40-12.3 and 12.4
5. Other school employee trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A-40-12.5 and 12.6.
6. Per parent/physician, that the child may do without his/her dose for the day (or you may request that it be given at a delayed time). Please send this request to the school nurse.

Siblings

- Only class members, teachers, and official chaperones may attend the field trip and use school provided transportation.

- **For the safety of our students and the success of the trip, non-school-age children may not JOIN planned class trips.**
- **School-age siblings may not be withdrawn from school to attend another class trip.**

HARASSMENT, INTIMIDATION AND BULLYING (HIB)

The Board of Education prohibits acts of harassment, intimidation or bullying against pupils. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment, and since pupils learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

It is important to note that harassment, intimidation and bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single act or a series of incidents, that is reasonably perceived as being motivated either by 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, or any other distinguishing characteristic, that takes place on school property, at any school sponsored function, or on a school bus, or off school grounds … that substantially disrupts or interferes with orderly operation of the school or the rights of another students, and that: a) a reasonable person should know, under the circumstances, 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 emotional harm to his person or damage to his property; b) has the effect of insulting or demeaning any student or group of students; or c) creates a hostile educational environment at school for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student. *For a detailed explanation of this policy, please see 5512.01 in the Haddon Twp. Board of Education Policy Manual or on the school website at* www.htsd.us

HAZARDOUS SUBSTANCES

In accordance with New Jersey PL 1998,C364:

1. Any construction or other activity, which requires the use of hazardous substances, will be posted in the school office. Such notice will be provided at least two days prior to the actual construction unless the Board deems the construction to be an emergency.
2. Hazardous materials may be stored at the schools at various times throughout the year and hazardous material fact sheets for any materials being stored are available at the school.

The law specifically excludes the following:

1. Any article containing a hazardous substance, if the hazardous substance is present in solid form, which does not pose an acute chronic health hazard to any person exposed to it.
2. Any hazardous substance constituting less than one percent of a mixture unless the hazardous substance is present in an aggregate amount of 500 pounds or more in a container in a public or private school or child care building.
3. Any hazardous substance which is a special health hazardous substance constituting less than a threshold percentage to P.L.1983, c.315(C34:5A-1 et seq.) for that special health hazardous substance when present in a mixture.
4. Any hazardous substance present in the same form and concentration as a product packaged for distribution and use by consumers and which is not a product intended primarily for commercial use.
5. Any fuel in a motor vehicle
6. Tobacco or tobacco products

7. Wood or wood products
8. Food, drugs or cosmetics
9. Hazardous substances which are an integral part of a building's structure or furnishings
10. Products which are personal property and are intended for personal use
11. Any substance used in the routine maintenance of a public or private school or childcare center building or its grounds. Any substance used in a classroom science laboratory. Any substance used in a school occupational training facility, including laboratories and shops. And any substance used in the normal operation of the classrooms or administrative offices of a public or private school or child care center

HOMEWORK

Homework is an extension of learning that takes place in school. Homework can provide practice and drill that reinforce classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. The district guidelines for homework are half an hour for grades K-3 and one hour for grades 4 and 5. The classroom teacher determines the need for homework and occasional long-term assignments with specific requirements.

ILLNESS OR INJURY AT SCHOOL

In case of illness or injury, the school nurse or a member of the school staff will care for a child temporarily. If the child is seriously injured or has a temperature above 99.6º with symptoms, the parent will be contacted. If parents are not available, the person listed on the Responsibility Slip will be contacted. If the child requires immediate medical attention and parents are unavailable, the child will be taken by ambulance to either the hospital indicated on the Responsibility Slip or to a hospital designated by the Emergency Squad. A nurse or staff member will accompany the child. Continued attempts will be made to contact the parent. In case of injury, a school insurance form can be obtained from the school secretary. This must be filled out by the physician in order for you to receive medical payment beyond your insurance.

Please contact the school nurse to determine when your child may return to school following an absence due to a communicable disease such as chicken pox, pink eye, ringworm, impetigo, etc. Students should be kept home 24 hours after fever, diarrhea, or vomiting have stopped.

If your child shows symptoms of COVID-19, please keep them home and contact your school's nurse for further information on current safety protocols.

IMMUNIZATIONS AND VACCINATIONS

State law requires each child to have evidence of proper immunization series prior to entering school for: diphtheria, pertussis, tetanus; polio; measles, mumps and rubella; hib; hepatitis B; and varicella immunization or documentation of having had chickenpox.

Kindergarten students entering school in the fall are required to show proof of a completed Hepatitis B immunization series. Additionally, both Pre-Kindergarten and Kindergarten students must show proof of a completed Varivax immunization or documentation of having had chickenpox.

INSURANCE

The school district has secondary accident insurance to cover children's medical expenses beyond the parents' primary insurance coverage, to the limits of the policy. The first day packet contains an

informational bulletin explaining this coverage and information on the option of purchasing a 24-hour wrap around package and extended dental benefits.

INTERVENTION AND REFERRAL SERVICES

The I&RS Team provides a vehicle within regular education for meeting a variety of student needs (academic, social, and emotional). The I&RS Team is a standing school-based problem solving committee whose goal is to assist teachers and parents in developing strategies to maximize the education opportunities for the child. Through the I&RS Team, remedial instructional strategies and/or support services are provided without unnecessary labeling. To accomplish this goal, the I&RS Team conducts the following activities:

- Accepts referrals from teachers, administrators, parents and students
- Gathers information concerning the reported problem
- Discusses the information and decides upon a course of action
- Provides feedback to the referring person
- Refers the student to another person or group within the school
- Discusses the problem with the parents and student
- Monitors the student behavior

iPADS- use as a Learning Tool:

A core belief of the Haddon Township Board of Education is that we are entrusted with the responsibility to provide a meaningful and relevant educational program that consistently meets the needs of our students collectively and individually. As such, the one to one iPad initiative reflects our school district's commitment to utilizing instructional tools that are consistent with that belief.

While there is significant research to demonstrate the value of personal computing devices and their place in the educational program, the best research is simply observational. As we interact with the children of today we see their engagement in their own devices for both entertainment and as information resources. Since these tools exist in our world to a more significant degree every day, the school's mission for their use will be two-fold; as a tool to teach collaboration, creativity and critical thinking and to keep pace with teaching the all important skill of information literacy. Families and students will receive detailed information about the use and care of iPads when they receive them.

To read the complete district One to One iPad Policy, Procedure and Information, please go to your home school website housed under Parent Information.

KINDERGARTEN

Children entering Kindergarten are required to be five years old on or before October 1 for the school year in which they are enrolling. Kindergarten registration, for all schools, will be held by appointment at the Board of Education Office beginning in February. Parents must bring birth certificates, immunization records, and proof of residency in order to complete the enrollment. Students who have a birthday after October 1, but before December 31, may apply for early kindergarten admission by contacting the Board office.

LOST AND FOUND

Students may claim items in the lost and found box after proper identification. To help identify misplaced items, please label lunch boxes, clothing and other personal belongings. At the end of the school year these items will be donated to a local charity.

LUNCH

The lunch hour in all elementary buildings is normally from 11:40-12:40. Students have several choices for lunch. They may purchase the school lunch, bring a lunch to eat at school, or eat at home. **For students who will be going home for lunch, parents must call, send an email to the secretary or send in a note to school on that day. In addition, for the protection of these students, parents must come into the main office, sign their child(ren) out at 11:40 and sign them back in upon their return.** It is important to note that there are no crossing guards or student Ambassadors during lunch hour.

Lunch menus are sent home monthly. A point of sale system is in place for those students interested in purchasing lunch during the school year. There will be daily alternative options. Free and reduced breakfast and lunches are available for those who qualify. Applications for this program are sent home the first day of school and may be obtained at the office during the year.

<u>If your child forgets his/her lunch</u>…

He/she will be given their lunch choice, depending on availability.
The child's account will reflect this debit. If necessary the food service company will send parents/guardians a notice about payment owed.

<u>Lunch Time Conduct</u>

1. Follow the values of "CHOOSE LOVE"
2. Obey the instructions of the lunchroom aides
3. Be respectful of students and staff.
4. Do not throw trash, food or other objects
5. Do not leave the lunchroom without adult permission
6. Please remind your child to not share food

MEDICATION

Medications should be given at home. When this is not possible and a medication must be given during the scheduled school day, the following state mandated rules must be followed.

Only the following individuals are authorized to administer to a student either prescription or non-prescription medication in school:

1. A certified school nurse
2. The school physician
3. A substitute school nurse employed by the district
4. The student's parent or guardian
5. The student approved to self-administer pursuant to N.J.S.A. 18A:40-12.3 and 12.4; and
6. Other school employees trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6

The district Medication Authorization form must be completed and signed by both the doctor and parent/guardian in order for the school nurse to administer medications, including over-the-counter medications.

Prescription medication must be in its original pharmacy labeled container that includes the following:

1. Name of patient

2. Name of medication
3. Dosage of medication
4. Frequency of medication
5. Physician's name
6. Date medication filled by pharmacy

Before the end of the school year, parents are requested to pick up their child's medication. The school nurse may discard medication not collected.

NAME CHANGE

A change in name on official school records may take place only if a legal document accompanies the parental request.

NURSE

The school nurse is responsible for the maintenance of health records, routine health assessments, parental contact concerning health problems, care of minor injuries, and mandated screenings (i.e. hearing, vision, height, weight, blood pressure). ***Please be sure to contact the school nurse if your child has any unusual health problems.***

It is important that addresses and telephone numbers for emergencies at school are kept current. Any changes during the year should be called into the school.

The school nurse is in the building at least three days a week and within the district at all times if any emergency should occur.

NUTRITION

In compliance with District policy 8505, the following items may not be served, sold, or given out as free promotion anywhere on school property at anytime before the end of the school day:

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

ONCOURSE

OnCourse Connect is our student information system, and it is the means by which you will access your student's elementary report card. To access OnCourse:

Website URL: https://oncourseconnect.com
Username: xxxxxxxxxxxxx
Password: *********

If you do not remember your password, click the 'Forgot Password' link and follow the onscreen directions. After logging in, you can access your child's report card by clicking ACADEMIC HISTORY on the left side of the page. In the 'Grades 2021-2022' section, click DOWNLOAD REPORT CARD. The report card will then download as a PDF to your computer.

For a detailed overview of how to access your account and download report cards, please visit this link. If you still have questions or run into any issues, please send an email to support@htsd.zendesk.com. Be

sure to include your child's first and last name, their school and grade level, and the trouble you are experiencing.

PARENT AND COMMUNITY VOLUNTEERS

Haddon Township schools consider their parent and community volunteers as a very special resource. Volunteers may be asked to help in classrooms, programs, and extracurricular activities. Please call the office if you have time or skills you can donate to make our school better places for students to learn and grow.

PARENT INVOLVEMENT

All Haddon Township elementary schools and the parents of the students participating in activities, services and programs funded by Title I agree that they will share the responsibility for improved student academic achievement and develop a partnership that will help children achieve New Jersey's high educational standards. As a community we believe that students, parents, and the school staff share the responsibility for student academic achievement.

Educators will hold high expectations and the belief that each child will learn by:

- Showing respect for each child and his/her family
- Providing a safe and supportive environment at school
- Promoting quality learning that enables children to meet the State's curriculum standards
- Working with and encouraging parents to be involved in their children's education
- Reporting on each student's progress and providing opportunities for parent-teacher conferences

Parents and guardians will:

- See that my children attend school regularly and for the appointed time
- Show respect and support for my children, the teachers, and the school
- Communicate regularly with my children's teachers
- Provide a home environment that encourages learning
- Talk with my children about his/her school activities each day

Students will:

- Come to school prepared to learn
- Attend school regularly
- Obey the school rules
- Show respect for themselves, other people, and property

PERSONAL ELECTRONIC DEVICES (No Communication Ability)

Students who have their own e-readers are permitted to bring them to school for leisure reading. Students may not download e-books or go on the Internet while using the e-reader at school. Any downloading of books must be completed at home. E-readers must be kept at the student's desk and taken home at the end of each day.

Rules for use:

1. The Elementary school and staff are not responsible for lost, stolen, or damaged personal electronic devices such as Nooks, Kindles, iPods, iPads, cell phones, smartwatches, etc.
2. A permission form must be on file in order for a student to bring their own personal electronic device to school.
3. All personal electronic devices should be labeled with the student's first and last name.

4. A student is not allowed to lend their personal electronic device to another student.
5. Personal electronic devices can only be used in class if the teacher gives permission
6. The privilege to use personal electronic devices at school may be revoked at any time.

PETS

No pets are allowed at school or on the school grounds at any time. Principals may give permission for pets to be brought to school as part of a special display or activity. However, under no circumstances is a potentially dangerous animal to be brought to school.

PHYSICAL EDUCATION

Physical education or health follows a two cycle schedule for classes in grades K - 5. Weather permitting, classes will be held outside and your child should be appropriately dressed. A doctor's note is required for a student to be excused from participation due to a medical issue.

PICTURES

Class and individual student pictures are taken during the months of September/October on a prepaid basis.

PTA

The PTA (Parent Teacher Association) is an integral part of our school community. All parents are urged to become members and to actively participate. Check your school's calendar and websites for upcoming events.

Each year the PTA conducts fundraisers. They allow the PTA to fund important cultural activities, trips and special holiday events.

QUEST

The purpose of identification in the Quest gifted and talented program is to find students in grades K-5 whose potential or performance is so extraordinary that they require modifications to their instructional program. The identification process will include multiple measures in recognition that students are unique individuals whose profiles of strengths are not always evidenced in a traditional manner.

Please visit the district website for more detailed information: www.htsd.us

REPORT CARDS

Report cards are issued three times a year. We utilize a standards-based report card to reflect student progress toward meeting the New Jersey Student Learning Standards. Please carefully review your child's progress and contact your child's teacher if you have questions regarding grades.

Academic & Special Areas Key	Character Development Key	Meets Benchmark Key
M - Needs minimal support **P** - Needs practice and support **AC** - Area of concern **NA** - Not evaluated at this time	**S** - Satisfactory performance **I** - Improving **N** - Needs Improvement **U** - Unsatisfactory	**Y** - Yes **N** - No

- The report card includes sections on Special Area classes and Character Development.
- Parents may request a conference with their child's teacher at any time during the school year. Call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent.

RETENTION

Students with serious academic concerns have these issues identified as early as possible and addressed by the I&RS (Intervention & Referral Services) Team made up of parents, teachers, principal and other staff members. Information is gathered and interventions are identified and instituted and progress is assessed on an ongoing basis. Only in limited circumstances is retention seen as an appropriate response to a concern, and it would be a collaborative decision between the parent and the school.

RESPONSIBILITY SLIP/ONCOURSE CONNECT

Emergency Contact Information is entered and/or reviewed by families online through OnCourse Connect. Parents/Guardians are assigned a username and password to access their information. Each September Parents/Guardians are asked to review, update if needed, and confirm the information. Any changes to an address require a personal visit to the Board of Education Office to show proof of residency.

SCHOOL-AGE CHILDCARE - RIGHT AT SCHOOL

To ensure clear and prompt communication, Right At School has established a dedicated Haddon Township email address and phone number, and are committed to following up on all inquiries within 24 hours.

Keith Fortus, Senior Area Manager
Katelyn Mowczan, Supporting Area Manager
haddontownship@rightatschool.com
856-308-0638

BEFORE-SCHOOL PROGRAM

All elementary schools are used for before-school childcare. The hours are 7:00 a.m. to 8:30 a.m. Registration is required and there are fees for tuition. Contact Right At School for more information and pricing or visit their website - Right At School

AFTER-SCHOOL PROGRAM

All elementary schools are used for the after-school childcare program. The hours are 3:10 p.m. to 6:00 p.m. and on early dismissal days from 12:40 p.m. to 6:00 p.m. Registration is required and there are fees for tuition. Contact Right At School for more information and pricing or visit their website - Right At School.

SCHOOL HOURS

Regular Hours for grades K-5:

Student Arrival 8:30 AM - 8:40AM
AM school hours 8:40-11:40 AM
Lunch 11:40 AM to 12:40 PM
End of recess at 12:40 PM
Lines sent inside at 12:40 PM
PM school hours 12:40- 3:10 PM

Early Dismissal Day Hours for grades K-5:

Student Arrival 8:30 AM - 8:40AM
School hours 8:40-12:40 PM

Regular Preschool Hours:

AM Preschool Student Arrival at 8:30 AM
Lines sent inside at 8:35 AM
School hours: 8:40-11:10 AM

PM Preschool Student Arrival at 12:30 PM
Lines sent inside at 12:35 AM
School hours: 12:40- 3:10 PM

Early Dismissal Preschool Hours:

AM Preschool Students Arrival at 8:30 AM
Lines sent inside at 8:35 AM
School hours 8:40 AM - 10:10 AM

PM Preschool Student Arrival at 11:00 AM
Lines sent inside at 11:05 AM
School hours 11:10 AM - 12:40 PM

2-Hour Delayed Opening Day Schedule for Elementary Students

PreSchool	***Grades K - 5***
AM: 10:40 – 12:10	10:40 – 3:10
	(LUNCH: 12:40 – 1:40)
PM: 1:40 – 3:10	

Children in grades K-5 will arrive at school at 10:40 AM. Lunch will be from 12:40-1:40 PM. Afternoon classes will run from 1:40 PM to 3:10 PM for grades K-5.

SCHOOLYARD SUPERVISION

School staff will supervise student arrival at 8:30 AM (and 12:30 PM for PreSchool). Students are not expected to arrive before these times. The schoolyard is not supervised after school, and students are expected to leave for home immediately following dismissal, unless parental supervision is provided.

SPEECH THERAPIST

Services of a speech therapist are available. Students who are experiencing speech problems may be referred to the speech therapist by their teachers to evaluate the need for speech therapy.

STAYING AFTER SCHOOL

Any time a student stays after school, a parent will be notified in advance.

STUDY SKILLS

Parents can help their child with skills and techniques that make learning easier and more enjoyable. The following are student guidelines for achieving good study habits.

1. Come to class prepared with all necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

SUMMER RECREATION

A summer recreation program is run at Edison School for about 6 weeks in the summer. The program consists of games, sports, arts and crafts, field trips and special events. Program hours are 9:00 - 3:00 daily with morning care from 8:00 - 9:00 and after care from 3:00 - 6:00. Registration is required and there are fees for tuition.

Contact Right At School for more information and pricing or visit their website - Right At School

Keith Fortus, Senior Area Manager
Katelyn Mowczan, Supporting Area Manager
haddontownship@rightatschool.com
856-308-0638

TECHNOLOGY

Technology is an integral part of the curriculum in Haddon Township. All students will be exposed to technology related activities.

Acceptable Use

Haddon Township has an acceptable use policy (2361), which is available for your review online. Each parent and student sign and agree to follow this policy which prohibits cyber bullying and viewing
inappropriate material during the school day.

Cyber safety

Furthermore, cyber bullying that occurs outside of school that threatens the school, its students or teachers is a serious offense and will be dealt with through the appropriate channels.

TELEPHONE

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements.

TESTING

The ESEA guidelines require that all students in grades 3 to 8 be tested annually. **Family vacation should not be scheduled during these weeks** (See attendance policy). Please consult the district calendar or call the main office for dates and times.

In addition to the state test, the district may administer formal assessments of academic achievement for the purpose of diagnosing individual and classroom achievement and providing information relating to curriculum development. The results of standardized tests are available to the child's parents and teacher.

TEXTBOOKS/CALCULATORS

If a textbook, workbook, calculator, or library book is lost, misused or damaged beyond reasonable wear, the student shall replace the item. Report cards will be withheld until these obligations are met.

TOILETING GUIDELINES

Learning to toilet independently is part of a child's personal and social learning development. While being fully toilet trained is not a requirement to enter public school, bathroom accidents can be disruptive to the classroom and may cause embarrassment to the child. Therefore, family and school staff should work together to create a consistent approach for student success in toileting.

Individual toileting plans will be developed by the school in collaboration with parents/guardians to provide guidelines for staff in caring for children with toileting concerns or disabilities, i.e. appropriate and reasonable physical contact necessary to carry out tasks such as toileting and dressing. All plans and action in regards to toileting will maintain the dignity of the child at all times. The ultimate goal is to achieve bathroom independence while maintaining a healthy learning environment for all students.

Establishing routines and maintaining respect and dignity for students who are toilet learning is of utmost importance in their success. Managing their bathroom needs should be done in the least-disruptive manner possible. If a student's classroom has a bathroom, bathroom needs should typically be met in that setting, or in a bathroom close to the classroom.

- If the child has toileting services on an IEP, toileting is managed according to the IEP.
- If the child has toileting services as part of a medical diagnosis/health plan, toileting is managed in the health office.
- For other needs related to toileting, toileting is managed by classroom personnel.

Requiring students to use the health office bathroom throughout the day would be a disruption to classroom routine, would call further attention to their bathroom needs, and would cause an increased loss in instructional time. Unless there is a documented medical condition with direction by a healthcare provider and a plan is in place, the health office should not be the designated area used for bathroom accidents.

<u>Classroom Guidance:</u>

- In the event that the child has wet/soiled him/herself, the child will be coached in cleaning him/herself and changing into new underwear/clothing.

- If the child is soiled to the point that he/she cannot clean him/herself, the parent will be called to the school to take them home for more thorough washing as required for hygiene purposes.
- Teaching staff and the parent/guardian should be in daily communication regarding accidents AND successes.
- Build bathroom times into the classroom schedule so a consistent routine is established, while still allowing children to use the bathroom on an as needed basis, especially those who are being toilet trained.
- Check in with children who are being toilet trained frequently rather than depending on them to tell the adult. This will remind the child to use the toilet facilities before an accident occurs.
- Be encouraging to the child. When there is an accident, talk to the child about what happened in a non-shameful way.
- Provide praise and support for the child's efforts.

Sanitation and Safety:

- Wet or dirty clothes should be placed in a plastic bag that can be closed tightly and stored out of reach of children until sent home to be laundered. Rinsing children's clothing or laundering soiled clothing at school is discouraged because it provides an opportunity to contaminate hands and other surfaces.

Parent/Guardian Responsibilities:

- Parents/guardians must supply all items needed to keep their child clean and dry throughout the school day (pull ups, wipes, multiple changes of clothing, etc). If the student has had multiple accidents in one day, parents will be called to supply clean clothes when no more clean clothes are available.
- Dress for success - please send your child to school in clothes that are easy for them to pull down/up and take off/on for unaided or minimally aided bathroom use.
- In the event that the child has wet/soiled his/herself, the child will be coached in cleaning themselves and changing into new underwear/clothing.
- If the child is soiled to the point that he/she cannot clean him/herself, the parent/guardian will be called to the school to take them home for more thorough washing as required for hygiene purposes. The child is expected to return to school to complete the day once this has been completed.
- Parents/guardians must realize the need for consistency and work with their children in achieving success in toilet training during non-school hours.
- If at any time the child is given a medical diagnosis related to toileting and/or referred to a specialist, the school nurse should be notified and provided documentation.

TOYS/PERSONAL POSSESSIONS

Students may not bring toys or personal possessions to school. The school is not responsible for lost, stolen or damaged items.

TRANSPORTING STUDENTS

Parents transporting students can help the school by complying with the following:

1. Adhere to all state driving laws

2. Observe extreme caution at all times when driving in the school area.
3. Discharge pupils at the curb so that they exit directly to the sidewalk. Do not allow children to leave the car while stopped in the middle of the street.
4. Do not park in the bus-loading zone or in any other designated "no parking" areas. Do not leave cars unattended in yellow-curbed areas.
5. During inclement weather, traffic may become congested. Please be patient and make every effort not to block streets.

VALUABLES

The school administrators and staff are not responsible for valuables that students bring to school. It is strongly recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items should be left at the office.

VISITORS

Parents/guardians are welcome and are encouraged to visit the school. They are required to comply with school security procedures. Upon arrival to the school entrance, visitors will be asked to:

- Ring the bell
- State your name
- State your child(ren)'s name(s)
- State the purpose of your visit

Upon entry, all parents/guardians and visitors are required to complete the Guest Access automated process on the provided iPad. You will be asked to provide photo identification as part of this process. Unscheduled visits to any classroom are strictly prohibited.

Items brought to school for our students during the course of the day must be dropped off at the office. For the safety of our students and staff, the school district reserves the right to inspect all packages prior to entering the building.