

SOUTH HARRISON TOWNSHIP ELEMENTARY SCHOOL



2021-2022 Student Handbook

Board Approved Revision 1/2022

SOUTH HARRISON TWP. ELEMENTARY SCHOOL DISTRICT 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

Dr. Laura Bruno, President
Joan Pino-Talbot, Vice President
David Asis
Janet Brown
Debbie Cunningham
Janice Huggins
Joe Talbot
Carrie Selb
Carole English

DISTRICT ADMINISTRATION

Dr. Scott J. Hogan, Chief School Administrator
Sarah Bell, School Business Administrator/Board Secretary
Laura Flynn, Supervisor of Child Study Team
Allison Thompson, Supervisor of Elementary Education
Robert Revell, IT Coordinator
Rand Chellew, Buildings & Grounds Supervisor
Leah Haven , Transportation Coordinator

FACULTY & STAFF

Teaching Staff

Christine Fretz – Preschool Inclusion
Jennie Damminger – Kindergarten
Erin McLaughlin – Kindergarten
Jessica Devecchio – First Grade
Lisa Pessa – Special Education (1)
Susan Kenderdine – First Grade
Nicole Eschenbach – Second Grade
Heather George – Special Education (2)
Denise LaPalomente – Second Grade
Sarah Brown – Third Grade
Amanda McCart – Special Education (3)
Morgan Moore – Third Grade
Jamie Rohe – Third Grade
Shari Crouch – Fourth Grade ELA
Kathryn Tranz – Fourth and Fifth Grade Math
Cherie Sinor – Special Education (4/5)
Justine Dittert – Fifth Grade ELA
Michele LaMalfa – Fifth and Sixth Grade Math
Kathryn Ward – Sixth Grade ELA
Sarah Sobeck – Special Education (6)
Carolyn Olsen – Fourth, Fifth, and Sixth Grade Social Studies
Nick Deitz – Fourth, Fifth, and Sixth Grade Science
Linda Caltabiano – World Cultures
Sarah Keane – Art
Aimee Ferenz – Music
Tim Narcisi – Physical Education
Courtney Haslam - School Psychologist/ Counselor
Amy Danner – LDT-C/ Instructional Coach
Beth Bakley – School Nurse

Therapists

Alex Moore – Speech Therapist
Kate Guzzetti – Occupational Therapist (OT)
Hina Dadhanian – Physical Therapist (PT)

Administrative Assistants

Danielle Rice – CSA Admin. Assistant/HR Assistant
Brittney Wagner – School Admin. Assistant/ Registrar
Elizabeth Wright – Business/CST Office Admin. Assistant

Paraprofessionals and Aides

Emily Ladner – Paraprofessional
Maureen Geist – Paraprofessional
Tina McIntyre – Preschool Aide
Alec Del Viscio – Paraprofessional
Alyson Gilmore – Paraprofessional
Eileen Hoban – Paraprofessional
Renee Grabas – Lunch Aide
Pamela Menear – Lunch Aide
Marianne Vanvooren – Lunch Aide

Technology Staff

Rob Revell – Technology Coordinator
Jake Neary – Instructional Technology Coach
Vinny Prodromou – IT Educational Support Manager

Custodial Staff

John Baker
Kathy Ozturk
Karen Wimmer



South Harrison Township Elementary School District

Dr. Scott J. Hogan
Chief School Administrator

Mrs. Sarah Bell
School Business Administrator

Mrs. Laura Flynn
Supervisor of Special Services

Mrs. Allison Thompson
Supervisor of Elementary Ed.

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 Twp. Elementary
School Administration*

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Bell Schedule

Regular Schedule	
8:25-8:35 a.m.	Student Arrival
8:35-8:55 a.m.	Homeroom
8:57-9:36 a.m.	Period 1
9:38-10:18 a.m.	Period 2
10:18-10:58 a.m.	Period 3
10:58-11:43 a.m.	Period 4
11:44-12:29 p.m.	Period 5
12:30-1:15 p.m.	Period 6
1:15-1:55 p.m.	Period 7
1:55-2:35 p.m.	Period 8
2:35-3:10 p.m.	Period 9
3:10-3:15 p.m.	Homeroom
3:15 p.m.	Dismissal

1:10 Dismissal Schedule	
8:25-8:35 a.m.	Student Arrival
8:35-8:46 a.m.	Homeroom
8:48-9:18 a.m.	Period 1
9:20-9:50 a.m.	Period 2
9:52-10:22 a.m.	Period 3
10:24-10:54 a.m.	Period 4
10:56-11:26 a.m.	Period 5/6
11:28-11:58 a.m.	Period 7
12:00-12:30 p.m.	Period 8
12:32-1:02 p.m.	Period 9
1:04-1:10 p.m.	Homeroom
1:10 p.m.	Dismissal

2-Hour Delay Schedule	
10:25-10:35 a.m.	Student Arrival
10:35-10:46 a.m.	Homeroom
10:47-11:06 a.m.	Period 1
11:07-11:52 a.m.	Period 4
11:53-12:38 p.m.	Period 5
12:39-1:24 p.m.	Period 6
1:24-1:46 p.m.	Period 2
1:46-2:08 p.m.	Period 3
2:08-2:30 p.m.	Period 7
2:30-2:52 p.m.	Period 8
2:52-3:10 p.m.	Period 9
3:10-3:15 p.m.	Homeroom
3:15 p.m.	Dismissal

Note: Lunches will not be served on an early dismissal schedule

Note: Lunches will be served

Regular Schedule

8:25 a.m. - 8:35 a.m.	PS AM Arrival
8:35 a.m. - 11:05 a.m.	PS AM
11:05 a.m.	PS AM Dismissal

1:10 Dismissal Schedule

8:25 a.m. - 8:35 a.m.	PS AM Arrival
8:35 a.m. - 11:05 a.m.	PS AM
11:05 a.m.	PS AM Dismissal

2-Hour Delay Schedule

Cancelled PS AM Arrival

11:50 a.m. - 12:00 p.m.	PS PM Arrival
12:00 p.m. - 2:30 p.m.	PS PM
2:30 p.m.	PS PM Dismissal

10:30 a.m. - 10:40 a.m.	PS PM Arrival
10:40 a.m. - 1:05 p.m.	PS PM
1:05 p.m.	PS PM Dismissal

11:50 a.m. - 12:00 p.m.	PS PM Arrival
12:00 p.m. - 2:30 p.m.	PS PM
2:30 p.m.	PS PM Dismissal

ARRIVAL AND DISMISSAL PROCEDURES

8:35 – 3:15 Daily Schedule Grades K through 6

8:35 – 11:05 Preschool Disabled AM Session

12:00 – 2:30 Preschool Inclusion PM Session

We urge all students to arrive at school at a reasonable time. Please be sure that "Drop Offs" do not arrive before 8:25. Students who arrive at the school too early may be without supervision and cannot be the responsibility of the school.

Students are to go home immediately upon dismissal at 3:15 pm. They are not to enter the building after they have been dismissed except in emergencies. Parents should give rainy day instructions in advance. Calling for rides is not practical.

During arrival and dismissal times, drivers are asked to park in the front parking lot or the side lot if the driver needs to get out of his/her car for any reason (help child into building, retrieve book bag from trunk, etc.). Student drop offs should be a continuous motion at the front entrance; it is illegal to park in the fire lane. Parent pickups will be dismissed at 3:15 p.m. and student must be signed out. Students taking the bus will be picked up on side of the building when dismissed. Please *No Parking on the street or the fire lane*, you may be ticketed.

At the end of the day a series of bells are rung. The first bell signals the dismissal of the students who ride home with parents or a delegated adult, as well as students attending the Y-Z Kids Before and After School Program and After-School Clubs. At this time, teachers with students in Kindergarten through Grade 2 walk their students to the bus. The next bell signal and an announcement on the intercom serves as a reminder to release students to the various after school locations. Once the lower grade levels are safely on the buses, Grades 3-6 are dismissed to the buses.

The Main Office handles early dismissal of students. A written statement from the parent should be sent to the teacher on the morning of early dismissal. If a parent is unable to send in a note, a telephone call should be made directly to the **Main Office** by 2:00 p.m. in order to ensure they receive the message. If a parent wishes to pick up a child during the day, the parent must come to the office in order to properly sign out the child. Should a parent send another adult to pick up the child, written authorization from the parent is required. All students being dismissed at parent pick up at 3:15 p.m. must be signed out by the parent on the sign-out sheet in the Main Office.

If you need to change your child's dismissal plan, you must follow the steps below. **Children will follow their original dismissal plan if a note or phone call is not received.**

Parent-Pick Up After School

- 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 TAB: Student/Parent Information and 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 2:00pm. You may use our *Change of Daily Pick-Up Procedure Form* found on the website under the PARENT TAB: Student/Parent Information and Forms.
- **OUR DISMISSAL PROCEDURE IS CHANGING FOR GRADES 1-6.** Beginning at 3:15 p.m., parents or a delegated adult picking up a student(s) will be permitted to line up on the side of the school AND REMAIN IN THEIR VEHICLE. A staff member will direct the traffic flow and another staff member will assist with the sign-out process and retrieve your child for you. All buses will arrive prior to 3:15 pm, and we ask that parents allow buses to enter the campus and pull around to the front of the school.

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

- Any student staying for an after-school club will go to the Multipurpose Room. Girl Scouts report to the cafeteria, and Newspaper Club reports to the Media Center.
- 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 PM.
- Procedures for parent pick-up will vary by club and the advisor will communicate the plan to parents.

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.**

Classroom Parties-Continuation TBD

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, we are planning on ending all parties by 3:00 PM (12:55 PM on early dismissal days).** 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.

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 (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 then to 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.

If a pupil is directed to quarantine due to Covid-19:

- Students in grades K-1 that must isolate or quarantine over the 2021/2022 school year will be offered a completely virtual class.
- Students in grades 2-6 that must isolate or quarantine over the 2021/2022 school year will be offered live-streamed participation in all core lessons.

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.

Late Arrival and Early Dismissal during the Normal School Day

Students are expected to arrive at school on time. Students may be dropped off after 8:25 a.m. Any student who has not reported to the classroom by 8:35 a.m. will be marked tardy and when arriving to school after 8:35 a.m. a parent/guardian **MUST** come in to 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 pupil in grades kindergarten through six 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 in his/her behalf.

Any lateness other than for reason 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 – *Continuation TBD*

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 and birthday snacks are **NOT** permitted at this time. We encourage families to reach out to their child's teacher to arrange an alternative activity (e.g., read a story to the class through video conferencing).

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 School District recognizes that bullying and intimidation have a negative effect on the school climate. Students who are intimidated and fearful cannot give their education the single-minded attention they need for success. Bullying can also lead to more serious violence. Every student has the right to an education and to be safe in and around school.

1. **Definition of bullying.** Bullying is a single incident or series of incidents and involves a student being "picked on." Bullying includes physical intimidation or assault; extortion; oral or written threats; teasing; putdowns; name-calling; threatening looks; gestures; or actions; cruel rumors; false accusations; and social isolation. Please reference our school's board policy [here](#).
2. **Bullying is prohibited.** The South Harrison Township School District and staff shall not tolerate any bullying on district grounds or at any school activity on or off campus.
3. **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.
4. **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 6.

5. **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.
6. **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.

CHILD STUDY TEAM

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. The Team is composed of a Learning Disabilities Teacher-Consultant, a School Social Worker, and a School Psychologist. These specialists work with the teachers and parents to develop an evaluation plan. After the assessments are completed, the group 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 the Child Study Team Office at the school to learn more about these services.

CLASS PLACEMENT OF STUDENTS

One of the parents' major concerns at spring conference time is about their child's class placement for the following school year.

There are many factors that must be considered when planning student placements. Among these are academic strengths and weaknesses, reading skill levels, boy-girl ratios, social and emotional development of the various

youngsters in the class, working habits, and teaching style. Each classroom is well balanced and heterogeneously grouped where students vary in ability, personality and study skills. No one class is composed of one type of student functioning at any one skill level or learning pace. Rather, there is a diverse combination of academic abilities, instructional levels, and individual characteristics and potential in each classroom setting.

Each spring, the administration gives parents the opportunity to offer information they think might be useful in making an appropriate placement for their child. We are always happy to hear your opinions regarding the type of environment you feel is effective for your child. However, parents are asked not to request specific teacher assignments for their child. We appreciate your cooperation in the area of class placements.

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. 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

<u>Condition</u>	<u>May Return</u>
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 attending physician.
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.
Mumps	After at least 9-14 days or until swelling disappears
Chickenpox	6 days from first appearance of rash or after lesions become dry
Conjunctivitis	When under treatment 1-3 days and after any

"Pink Eye"	discharge has ceased
Covid-19	See Covid-19 Information via District website
Fifth Disease	With signed permission from attending physician
Impetigo	24 hours after beginning antimicrobial therapy and when lesions are dry, with signed permission from attending physician
Lice/Pediculosis	Upon elimination of all nits/lice-must be cleared by an examination by the school nurse. An attending physician's permission is not sufficient if nits (eggs) are present, even though treatment may have been administered.
Mononucleosis	Upon clinical recovery, with signed permission by attending physician
Pinworm	When under treatment, with signed permission by physician
Ringworm	When under treatment, with signed permission by physician. Area must be securely covered.
Scabies	When free from infection, with signed permission from attending physician
Strep Infection	(Strep throat, scarlet fever, scarletina) - 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

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 Psychologist***: She will be able to help you with a range of developmental and emotional issues. They are also aware of services in the school and in the community and can help you access these resources.

****Supervisor of Special Education***. She will be able to discuss special programs and support available for children experiencing academic or emotional difficulties.

**Supervisor of Elementary Education.* She is one of your school's leader. She can be helpful in addressing issues related to your child and the school.

** The Chief School Administrator.* Your CSA is your school's leader. He can be helpful in addressing issues related to your child and the school.

** Other Administrators and resource people are listed throughout this booklet.*

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 psychologist, Supervisor of CST, Supervisor of Elementary Education, or Chief School Administrator. 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 Chief School Administrator.
5. If you have a school wide issue unrelated to your child's academic progress or program please contact the Supervisor of Elementary Education (Example: building use, budget concerns, facilities, etc.).
6. In extreme cases, the CSA and School Board may become involved when a policy change is necessary. The CSA 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.

DISCIPLINE/ STUDENT CODE OF CONDUCT

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 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 object 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

School Safety Pledge – *All Homeroom teachers will review the pledge and hang in classroom. Messaging will be provided via morning announcements.*

I PLEDGE:

1. I'll wash my hands or sanitize, which kills germs.
2. I'll social distance 6' feet apart, safety first is in my heart.
3. When by an adult I am asked, I won't fuss, I'll wear a mask.
4. Without a mask if I sneeze, it's in my elbow or on my sleeve.
5. I won't share snacks or food, it's safety first...I'm not being rude.

Disciplinary Code - Student Code of Conduct

South Harrison's ***Student Code of Conduct Disciplinary Code*** is to be used as a guide to promote consistency of practices. All infractions will be thoroughly investigated **following all due process requirements** and consequences will be fair and appropriate as determined by administration. Prior to any disciplinary action by administration, a conference will be conducted with the student. At this conference, the student will be given the opportunity to explain the incident. **School officials may question students in the absence of their parents, whether or not parental consent has been given or parental notification.** Administration reserves the right to require student(s) to provide a written statement during an investigation of an incident. A peer mediation may be necessary to gather information. When conducting an investigation, the following types of information (evidence) may be used alone, or in any combination, to establish "substantial evidence" so long as it is of quality and credibility to prove the allegation.

- 1) **Direct Evidence (legal definition):** Evidence that directly/conclusively proves a fact without inference or presumption (credible eyewitness testimony, written or verbal student admission, video).

- 2) **Circumstantial Evidence:** Evidence that requires an inference or presumption of fact (a weapon found in a student’s desk, stolen item found in a locker).

Conclusions must be based on facts (premature or personal opinions cannot be considered).

At South Harrison, we subscribe to a restorative approach to discipline and believe **consequences should be used to teach a lesson**. Consequences that involve learning or building empathy can help prevent future social conflicts. “The belief underlying the use of logical consequences is that with reflection and practice children will want to do better, whereas the belief behind punishment is that children will do better only because they fear punishment and will seek to avoid it (Responsive Classroom, 1998).”

Listed below are suggestions for ways we can support our students in developing internal understanding, self-control, and a desire to follow the rules:

- Complete a reflection activity
- Lead a class discussion about how to be a good friend.
- Write a story about the effects of bullying or benefits of teamwork.
- Role-play a scenario or make a presentation about the importance of respecting others, the negative effects of gossip, or how to cooperate these skills to foster positive relationships.
- Complete a research project about civil rights and bullying.
- Read a book about bullying.
- Make posters for the school about cyberbullying and being smart online.
- Write a letter apologizing to the student that was affected.
- Do a good deed for the person who they hurt and come up with 3 ways to make amends.
- Clean up, repair, or pay for any property they damaged.
- Write 3 ideas for ways to play more safely and apologize to other students.
- Positive Behavioral Interventions and Supports (e.g., check-in/check-out, behavioral contract)
- Classroom-based responses (e.g., verbal correction, reminders/redirection, role play, daily progress sheet)
- Social-emotional skills instruction
- Student conference with teacher

Discipline Offenses:

Level I: Minor	Minor/ Managed by Classroom Discipline Plan
Level II: Major	Persistent or Serious Misconduct/Office Referral
Level III: Severe	Severe Misconduct/ Removal from Class

Level I Offenses: Minor

A formal office referral is not required for Level 1 offenses

Level I offenses are managed by the classroom teacher and should be documented. If behavior is persistent, Level I offenses may be elevated to Level II offenses. Documentation will be required to show that prior interventions were used and have been found to be unsuccessful in order for a Level I offense to become a Level II. In order to prevent persistent misbehavior, it is recommended that teachers reteach the rules, hold a conference with the student, contact parents, hold a conference with the parents, or issue detention.

Examples of Level I offenses:

- Violation of classroom and school-wide expectations
- Defiant/Disruptive behavior
- Inappropriate language
- Minor horse play between students
- Hallway misconduct
- Bathroom misconduct
- Physical contact with another student
- Minor misbehavior with substitute teacher
- Use of cell phone when not permitted
- Disrespect towards staff or student
- Violation of Technology Acceptable Use Policy (AUP) or School Safety Pledge

Definitions of Level I Offenses

Behavior Type	Definition	Examples
Defiance	Student engages in brief or low-intensity failure to respond to adult requests.	Not following directions, not completing classwork, saying “no,” making faces/rolling eyes, huffing, sighing, ignoring requests, arguing-inappropriate response to staff request (e.g., “You are not the boss of me”), talking back.
Disruption	Student engages in low-intensity, but inappropriate disruption to students or teacher during class time.	Humming, tapping, blurting out, playing with items, talking, note passing, horseplay, out of seat, slamming books, clowning around.
Inappropriate Language	Low-level instance of inappropriate language, poor choice of words used in common area, non-directed verbal assault, and hand gestures. Implied meaning without literal verbiage.	Name calling, cursing, written or verbal insults, (e.g., temporary feelings of anger, tactic in argument, intended as a joke, or non-genuine expression (e.g., “I hate you, I wish you would die;” “you are a jerk,” “stupid,” “dumb”).
Tease/Taunt	Student uses choice vocabulary to make fun of another student.	“You live in a cardboard box”, “I got a prize and you didn’t.”
Physical Contact	Student engages in non-serious/non-injury, but inappropriate, unwanted physical contact.	Pushing, pulling, tripping, poking, pinching, bumping into another, spitting, minor hitting, pushing in line, accidental hitting, and horseplay.
Property Misuse	Low intensity misuse of property.	Littering, erasable writing on property, breaking pencils, changing computer settings.
Dress Code	Student wears clothing that is near, but not within, the dress code guidelines defined by the school as stated in the student handbook.	See dress code policy.
Theft	Student is in possession of, having passed on, or being responsible for removing someone else’s property.	Taking pencils, erasers, items of little value.

Violation of Acceptable Use Policy for Technology	**See policy for more information on expectations and consequences if the rules are not followed. May result in denial or revocation of internet access. A discipline report will be completed by the teacher for each offense.
Violation of School Safety Pledge	**See School Safety Pledge for more information on expectations. Examples of not following the pledge include not wearing mask when asked to do so by an adult or engaging in unsafe behaviors (e.g., physical contact). A discipline report will be completed by the teacher for each offense.

****Persistent or repeated minor behaviors (4 documented Level I office referrals within a one month timeframe) will result in an Level II office referral.***

Level II Offenses: Serious Misbehavior

A formal office referral is required for Level II offenses. If the behavior is a persistent Level I offense, documentation of previous interventions must be provided on the referral. Only teachers of the student are required to contact parents if a formal office referral is submitted.

Level II offenses are more serious acts of misconduct and/or persistent Level I offenses. When administration receives an office referral, they will conduct a thorough investigation.

Examples of Level II offenses:

- Persistent Misbehavior /Level I offenses (Incidents Documented)
- Vandalism/Destruction/Theft of personal items or school property
- Cutting/leaving class or school without permission
- Using items (not considered a weapon) to harm someone
- Aggressive physical contact (non-fight)
- Cheating, forgery, altering school documents
- Significant disrespect, including refusal to comply, or significant oppositional behavior
- Distribution of inappropriate texts, photos, or videos
- Bus Misconduct (may result in possible bus suspension if behavior is persistent)
- Promoting an illegal or unsafe activity (e.g., encourage fighting, theft, throwing objects, rumors)

Disciplinary Consequences for Level II Offenses

1st Offense	Administrative Warning
2nd Offense	Restorative Justice Practices (e.g., conferencing, peer mediation)/Social-emotional skills instruction (during HR/SEL)
3rd Offense	As deemed appropriate by administration (See Disciplinary Actions below)
4th Offense	As deemed appropriate by administration (See Disciplinary Actions below)

*****Additional restorative consequences may be imposed based on the offense.***

Definitions of Level II Offenses

Behavior Type	Definition	Examples
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Overt Disrespect/Defiance	Refusal to follow directions, talking back, or socially rude interactions, or significant oppositional behavior.	Repeated minor behaviors, or behavior that sustain over a long period of time, or with greater intensity. Blatant insubordination, “F-you,” flipping off.
Disruption	Repeated or sustained disruption to the class.	Repeated minor behaviors or sustained behaviors such as: sustained yelling/screaming, out of control behavior.
Abusive Language	Repeated verbalizing or writing using language that is inappropriate for school.	Repeated minor behaviors: name calling, cursing, written or verbal insults.
Physical Aggression	<i>Intentional</i> actions involving serious physical contact where injury may occur.	Hitting, kicking, punching, scratching, hair pulling, biting.
Vandalism/ Property Damage	Student participates in an activity that results in the destruction or disfigurement of property.	Repeated minor behaviors, damage that can’t be easily fixed or cleaned.
Leaving Class or School Property	Student leaves the classroom or school building without permission, or stays out of class.	Student exits the building without permission, leaves the classroom without permission, or stays out of class.
Bus Misconduct	Any behavior that violates bus expectations.	Inappropriate language and voice levels, not following directions, throwing trash, not staying in designated seat/facing forward, and touching, hitting, or kicking another student.
Violation of School Safety Pledge	Repeated violations of the school safety pledge.	Repeated minor behaviors or purposely putting someone else at risk: coughing on someone and telling them they have COVID.
Theft	Student in possession of, having passed on, or being responsible for removing someone else’s property.	Repeated minor behaviors, or taking items of significant value (items \$100 or more). *Administration will deem the appropriate consequences based on each individual case. May result in lunch detention, after school detention, or possible expulsion.
Sexual Harassment *Administration will deem the appropriate consequences based on each individual case.	Verbal, visual, or physical conduct of a sexual nature which may have a negative impact upon the victim’s academic performance or create an intimidating, hostile, or offensive educational environment.	Unwelcome written, verbal, physical, and/or visual contact with sexual overtones such as slurs, jokes, touching, blocking movement, sexual cartoon or drawings, or obscene language.
Harassment, Intimidation, Bullying, and Threat (non-terroristic) *See South Harrison’s Bullying Procedures	The definition of HIB is as follows: Harassment, intimidation or bullying means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident 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 by a mental, physical or sensory disability, or by any other distinguishing characteristic, that	

<p>and Guidelines for more information.</p>	<p>takes place on school property, at any school-sponsored function, on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students.</p> <p>In addition to the above: 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 a student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; has the effect of insulting or demeaning any student or group of students; creates a hostile educational environment for the student; interferes with a student's education by severely or pervasively causing physical or emotional harm to the student.</p> <p>The following behaviors (some of which can be inappropriate and need to be addressed) in and of itself are not always considered bullying:</p> <p>Arguments/Conflict, not liking someone, refusing to be friends with someone, minor teasing, making others play things a certain way (being bossy), expressing unpleasant thoughts or feelings regarding others, or any situation that can be fairly resolved by compromise or negotiation (peer mediation/conflict resolution).</p>
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****Persistent or repeated minor behaviors (4 documented Level I office referrals within a one month timeframe) will result in an Level II office referral.***

Level III Offenses: Persistent Serious Misbehaviors and/or Severe Offenses.

Requires a mandatory removal of student from class and formal office referral is required. Only teachers of the student are required to contact parents if a formal office referral is submitted.

Level III offenses are considered serious misbehaviors that require removal from the classroom.

<p>Possession of a weapon facsimile</p>	<p>Definition: A weapon facsimile is any object, device, instrument, material or substance that substantially mimics a weapon. Meaning, it could be mistaken by most people as a dangerous weapon, even though it is not. Weapon facsimiles are dangerous because of the reactions they can cause.</p> <p>Examples: toy gun, water pistol, plastic knife</p> <p>Administration will deem the appropriate consequences based on each individual case. May result in lunch detention, after school detention, or possible expulsion.</p>
<p>Possession of Knife or Weapon related paraphernalia/ Terroristic Threat</p>	<p>Administration has the right to determine the seriousness of the incident. Upon determining the seriousness of the incident (type of weapon, etc.), the following disciplinary actions may be taken:</p> <p>Incident determined NOT TO BE an immediate threat might result in up to a maximum of 10 days of External Suspension.</p> <p>If incident is determined TO BE an immediate threat and/or danger to self or health, safety and welfare of others, it will result in indefinite external suspension pending Board of Education hearing, parent conference, CST referral, and complaint signed.</p>

Bomb Threat/Pulled Fire Alarm/Disruption of School	1 st Offense: Maximum 10 days External Suspension Administration has the right to determine consequences for additional offenses.
Fighting/Mutual Combat (Whether or not the aggressor)	1 st Offense: Maximum 5 days External Suspension Administration has the right to determine consequences for additional offenses.
Assault on Staff	1 st Offense: Maximum 5 days External Suspension Administration has the right to determine consequences for additional offenses.
Possession or Distribution of Controlled Substance	Students who possess, use, or sell illegal drugs or alcohol will be suspended up to a maximum of ten days. Other action will include: immediate conference with parents, arrangements for appropriate counseling, and referral to local police officials.

Disciplinary Consequences for Level III Offenses

** The sequence for disciplinary action will be adjusted to fit the seriousness of the situation. In some instances, a combination of actions may be employed. *Additional restorative consequences may be imposed based on the offense.*

Disciplinary Action

Warning- Verbal indication to student that his/her conduct was inappropriate.

Detention- In-school lunch detentions will be for all students and may be assigned by teachers or administration. Lunch detentions will be offered on Monday, Tuesday, or Wednesday. Teachers may assign recess/lunch detention. Detentions are held after school from 3:30 to 4:30. Parents of student assigned detention are to provide transportation home.

In-School Suspension- A student given In-School Suspension will report to school and complete classwork outside of the classroom environment with an assigned staff member. In addition to the student's daily assignments, students will have time to complete restorative practices and/or social and emotional coursework in order to repair relationships and gain skills/strategies for adhering to behavioral expectations. An administrator may issue an in-school suspension for a period of one to ten days. Students will be notified of the reason for in-school suspension. A discussion will be held between the administrator and the student with the student being given the opportunity to tell his/her side of the story. Every effort will be made to telephone and inform the parent of the in-school suspension. A written letter will be mailed to the parent.

External Suspension- A student given External Suspension is not permitted to come to school for the assigned suspension days. An administrator may issue suspension for a period of one to ten days. Students will be notified of the reason for suspension. A discussion will be held between the administrator and the student with the student being given the opportunity to tell his/her side of the story. Every effort will be made to telephone and inform the parent of the suspension. A written letter will be mailed to the parent. Students will be responsible for class work missed during suspension.

DRESS

Although there is no formal dress code in the school district, parents are advised to exercise care and caution in 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, bare midriffs, halter tops, spaghetti straps, strapless tops, 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.

Masks:

A student must have a mask at school, unless it has a negative health impact and documentation is provided to the district from a physician. Students will wear them on the bus, prior to entering a building, during transitions, and anytime social distancing is not possible, as directed by staff members. Face shields may be worn with a mask, but face shields are NOT a substitute for a mask. Masks can be any color or print, but must be school-appropriate, non-offensive, not considered derogatory or otherwise disrespectful. Face coverings shall not contain any offensive words or graphics. This includes, but is not limited to, words or graphics that promote violence, drugs, alcohol, sex, or other offensive or objectionable behavior or could be disruptive to the school or school facility. Masks must also: cover the nose and mouth to maintain effectiveness; be secured to minimize the need to adjust frequently; and be made of a solid cloth material or other suitable solid material. Masks do not need to be medical grade. Commercially produced or home-made face coverings are acceptable for compliance. Administration shall have final authority to determine the suitability of any face covering.

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.

Note: Teachers who feel that a child is inappropriately dressed is to contact the parent/guardian or send the child to the School Nurse to contact the parent for a change of clothing or discuss the situation with the parent to decide on a resolution to the problem. If the solution cannot be resolved it will be referred to Administration for the appropriate discipline.

EDUCATIONAL TRIPS – Continuation of trips TBD

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 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.

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 p.m. 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 PowerSchool 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 in 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.

More information may be found on our website under the Parent Tab/ PowerSchool Parent Portal/School Messenger. If you require additional assistance setting up your PowerSchool account or School Messenger account, please contact the main office at 856-769-0855 ext. 1110.

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 School Safety Specialist, Allison Thompson, at (856) 769-0855 ext. 1103.

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

GRADING POLICY

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

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.

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](#)

GUESTS AT SCHOOL

Students may not bring a guest to school.

HARASSMENT

South Harrison School District is committed to maintaining a learning environment free of harassment based on race, color, religion, national origin, age, sex, ancestry, sexual orientation, or disability. Consequently, neither staff to student, student to student nor student to staff harassment will be tolerated. Such harassment includes, but is not limited to, unsolicited remarks, gestures or physical contact, intimidating or hostile behaviors, display or circulation of written materials or pictures derogatory to a specific gender, racial, ethnic, religious, age, sexual orientation, or disability group.

Harassment is any conduct, which the victim feels interferes with learning or which creates an offensive learning environment. Students who feel harassed or who witness harassment should immediately report such incidents to a teacher, administrator, counselor, or other member of the school staff. All reports of harassment will be taken seriously and responded to promptly.

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.

HOMEWORK POLICY

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. The Administration will monitor homework to ensure there is a reasonable balance between subject, grade level, and length of 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.

The South Harrison Board of Education has adopted the following homework policy:

The Board of Education acknowledges the educational validity of homework as an adjunct to and extension of the instructional program in grades K to 6. "Homework" shall refer to those assignments to be prepared by the student outside the school.

The Administration shall develop rules for the assignment of homework according to these guidelines:

- Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
- Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems. New concepts and skills should not be introduced for the first time as a homework assignment.
- Homework should help develop the student's responsibility by providing an opportunity for the exercise of independent work and judgment.
- As a valid educational tool, homework should be clearly assigned and its product carefully evaluated.
- The district should recognize the role of parents by suggesting ways in which parents may assist the school in helping a child carry out assigned responsibilities.
- Parents are asked to schedule family vacations during times when school is not in session. **Teachers are not expected to prepare assignments in advance for vacationing students.**

- Homework should always serve a valid learning purpose; it should never be used as a punitive measure. Homework activities may be graded and used as part of the final grade average.

PROCEDURES FOR GIVING HOMEWORK

1. Homework, as an educationally valid instructional tool will be assigned to all students to reinforce skills taught previously. Homework typically is not assigned on Fridays or before extended holidays with the following exceptions:
 - Reading enrichment; Long-range projects which have a clearly stated due date that is understood by teacher, students and parents.
2. The amount of homework given should be able to be completed in accord with the following time guidelines:
 - K: 5-15 minutes
 - 1-2: 10-30 minutes
 - 3-4: 20-45 minutes
 - 5-6: 25-60 minutes

Assignments given to students in grades K, 1, and 2 should be considerate of the developmental reading and writing levels of the students. The time guidelines above are a frame of reference, taking into account that some students may finish their homework in more or less time.

Homework and class work should be clearly separated in the minds of the teacher, students and parents.

3. Homework assignments should be clearly stated in the teacher's plans and clearly visible to students in the classroom. A chart of the weekly assignments including all pre-assigned tests and quizzes will be posted in the classroom and is the responsibility of the teacher to keep current. Homework should be an entity unto itself that reflects a well thought-out series of activities designed to help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
4. Some students, such as those in the enrichment programs, may be excused from certain types of homework. Care and thought should be given to homework assigned to basic skills and classified students. They should receive homework that is appropriately remedial, but **not overwhelming**.
5. Long range projects and reports are encouraged as an excellent means of teaching students to work independently, become organized, learn data gathering and integrate knowledge. This is an excellent way to reinforce concepts taught in the classroom.
6. Teachers should quickly assess which student(s) are chronic in not handing in assignments. A suggested corrective action plan is as follows:
 - Ensure that the students have an organized way of keeping track of homework assigned and handed in.
 - Reasons for the student's homework problem or lack of organization should be assessed.
 - Parent contact via note, phone call, or a conference may be in order to quickly correct the problem.
 - Further steps include a conference with the Administration, who may wish to contact parents, particularly if lack of routine at home is determined to be the cause of the homework problem.
7. Valid reasons for not doing homework include:

- Student is sick
 - Family emergency
 - Family hospitalization when it disrupts the usual household routine
 - Death in the immediate family
 - Birth in the immediate family
8. If a student is out of school for one of the above reasons, homework assignments are due within a reasonable amount of time. One day for each day absent will be the standard time requirements. Exceptions can be addressed with individual teachers.
 9. Students who are involved in sports and outside activities are responsible for homework. If a student cannot get his/her homework done, it may be that they are over-programmed with other responsibilities. This situation should be discussed with the student's parents.

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.

INTEGRATED PEST MANAGEMENT

In compliance with the New Jersey School Integrated Pest Management Act, South Harrison Township Elementary School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy.

As part of a school pest management plan the school may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

An Annual Integrated Pest Management Notice is available on the website. The following items will be included with this annual notice:

- A copy of the school or school district's IPM policy.
- The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.
- A list of pesticides that are in use or that have been used in the past 12 months on school property.

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.

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. 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.

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. Found items will be placed on the lost and found table in the cafeteria. 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.

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. Mrs. Bakley, the school nurse, keeps emergency forms in her office. 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. 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: Routine screenings are on hold and only educational and/or medically necessary screenings will be performed.

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.

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.

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 Chap Stick 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. Barker, and Mrs. 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 extension 1037.

NURSE

Our school nurse, Mrs. Bakley, is in attendance every day on a full-time basis, and parents may call for consultation when necessary.

You will be notified of any health problems found that require follow-up by your own physician.

PERSONAL VALUABLES

Students should refrain from bringing large sums of money or other valuable articles to school. If it is necessary to bring such items, check them with the teacher until needed.

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 (selected by lottery) 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.

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 at 856-769-0855, extension 1123, 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 child is transferring from another school district.
- (2) "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.

REPORT CARDS

At regular intervals during the school year, progress reports and report cards are available on PowerSchool. 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.

Progress Report 1	10/22/21	Report Card	12/10/21
Progress Report 2	2/7/22	Report Card	3/22/22
Progress Report 3	5/11/22	Report Card	6/17/22

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.](#)

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 181 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 Chief School Administrator, 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 the bus safety patrol member or the bus driver will be reported to the 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.

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.

SCHOOL SECURITY

In order to keep all visitors, students and staff safe and minimize any type exposure to Covid-19, **ALL** visitors are asked to wear a mask and report to the Main Office when arriving on school grounds. If there is a line, we ask that you keep the required six-foot distance between one another. When entering the vestibule, there will be a table with a box for all items that are to be dropped off for your child. Also, we have recently installed our greeting window where our Main Office staff will be able to communicate with you without you having to fully enter the building. If you have an important message or something to deliver to your child during the school day, please leave it in the box available on the table in the vestibule and our Main Office staff will transport it to your child. In this way, exposure and disruptions to the children are kept to a minimum. Parents and guardians may drop off items (e.g. homework) 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.

With the current global pandemic, any visitor who is to enter the building, past the vestibule, will be asked to answer a health questionnaire and pass a screening process.

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. 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.

SCHOOL INVOLVEMENT

We urge you to become involved in your child's school. Research and our own experience tell us that a child's educational experience is enhanced when parents take an active interest in the school program. There are a number of ways that you can get involved:

- Take time to discuss your children's day at school, perhaps asking them about one thing they particularly enjoyed. Of course, reading to your children or having a time when you all read quietly is always beneficial.
- Attend school curriculum presentations, parent-teacher meetings, classroom presentations, special events, performances and other school-sponsored activities. The school's monthly calendar will help keep you up to date on activities at your school.

- Become an active member of the school's Home and School Association. Many activities, after-school enrichment and school programs involve the Home and School Association. Home and School Association meetings provide valuable opportunities for parents to gain information and give input and feedback about the school and system wide decisions.
- Volunteer at your school. The school has a number of opportunities for parents to help either on a regular basis or whenever you have a little time. Parents work in the library, serve on committees, help with field trips, serve as room parents and work on special school or classroom activities. The Home and School Association's monthly bulletins will let you know where you are needed.

School Bulletins are an important communication link with the school. Please view our website southharrison.k12.nj.us for school happenings on our calendar and monthly school board agendas and notes under Administration. There are often flyers and other information of importance posted on our website under Community. Please read these bulletins carefully, since there are sometimes requests and information, which need your response.

Parent Programs and Resources

Throughout the school year, workshops and programs will be offered to all parents related to children's learning and development in school and at home. Some programs address system-wide issues; others address individual school programs. A very important event for all parents is our school's Back to School Night in the fall where your child's classroom teacher will present the program for the year.

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. Please refer to the section under CHILD STUDY TEAM for more information.

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 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 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.

VACATIONS

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.

VISITORS – FOR SCHOOL SECURITY PURPOSES

In order to keep all visitors, students and staff safe and minimize any type exposure to Covid-19, **ALL** visitors are asked to wear a mask and report to the Main Office when arriving on school grounds. If there is a line, we ask that you keep the required six-foot distance between one another. When entering the vestibule, there will be a table with a box for all items that are to be dropped off for your child. Also, we have recently installed our greeting window where our Main Office staff will be able to communicate with you without you having to fully enter the building. If you have an important message or something to deliver to your child during the school day, please leave it in the box available on the table in the vestibule and our Main Office staff will then transport

it to your child. In this way, exposure and disruptions to the children are kept to a minimum. Parents and guardians may drop off items (e.g., lunch money, birthday treats, homework) at the Main Office drop-off window. All items must be properly labeled with the child's name and grade. All money must be placed in a labeled envelope. Materials will be available for labeling. With the current global pandemic, any visitor who is to enter the building, past the vestibule, will be asked to answer a health questionnaire and pass a screening process.

STUDENTS AND STAFF ARE NOT TO OPEN DOORS FOR ANY PERSON AT A DOORWAY. THIS INCLUDES SUBSTITUTES. All visitors to the building must ring the buzzer at the Main Entrance to be admitted into the building. Visitors may be asked to present a form of ID (i.e., driver's license) prior to being admitted in the school 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.

VOLUNTEERS - Continuation TBD

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 fund raising, and chaperoning field trips. Two room mothers are needed for each classroom to organize class parties and to coordinate the class involvement in school-wide activities.

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.

WEBSITE (www.southharrison.k12.nj.us):

District Website

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 Home & School 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 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 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

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