

RICHARD STOCKTON ELEMENTARY SCHOOL

200 Wexford Drive
Cherry Hill, NJ 08003-1827
856.424.1505
<http://stockton.cherryhill.k12.nj.us/>

Parent/Student/Staff Information Handbook

2018/2019



Penny Ludman, PTA President
Gail Forman, Vice-President

James Riordan, Principal

FOREWORD

On behalf of the Richard Stockton School staff, welcome to Stockton Elementary School and the 2018-2019 school year! Whether new to the Stockton family or a returning Jaguar, we look forward to building a partnership between you and the school which will last for many years. We are dedicated to making your child's first years in school filled with positive and enriching experiences. Our staff is excited about working with your child and being, like you, an important advocate for your child and his/her learning. We seek to make Stockton a joyful place for our children and their families.

The Parent/Student/Staff Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

We look forward to working with you to insure your child receives a premier educational experience and develops skills that will ensure they are successful 21st century citizens.

SECURITY

Our focus is to work together to provide our students with a safe nurturing learning environment. All Cherry Hill Schools are secured by entrance monitoring systems throughout the school day. Only those with legitimate business in the schools will be admitted. All visitors are required to report to the Office in each school upon entry to sign in. We work diligently with the Cherry Hill Police Department and Emergency Management office to plan for emergencies, including evacuation plans and lock-down procedures. Our Director of Security assists principals in developing scenarios for monthly drills and provides support on security issues. In addition, we are very fortunate that the Cherry Hill Police Department perform random patrols in the areas surrounding all of our schools.

You can help maintain the security of our schools:

- Remain diligent in your observations while in and around our school buildings
- Don't hold doors open for people you don't know
- Appreciate and comply with requests from office staff to show proper identification
- Understand when we must limit participation at some school day events for purposes of security
- Use established drop-off and pick-up points each day

STOCKTON STAFF

Principal	Mr. James Riordan	Guidance	Mrs. Alicia Lomba
Secretary	Mrs. Barbara Catanoso	Head Custodian	Mr. Humberto Estevez
Nurse	Mrs. Marie Smith	Media Specialist	Mr. Anthony Ballina

SPECIAL SUBJECT TEACHERS

Art	Miss Isabella Kaczorowski
Literacy Teacher Coach	Ms. Michelle Dowd
Music (Instrumental)	Mrs. Christine Macaulay
Music (Vocal)	Miss Stephanie Metal
Occupational Therapists	Ms. Sande Bukstel & Ms. Melinda Matula
Physical Education	Mr. Michael Eng
Physical Therapist	Mrs. Debbie Kardon-Duff
Resource Specialist	Mrs. Elizabeth Holsman
Supplemental Support Instr.	Mrs. Stephanie Corey
World Language – Spanish	Mrs. Maria Medina

CHILD STUDY TEAM

Learning Disabilities	Mrs. Angelina Phelan
Psychologist	Mrs. Ronda Meltzer
Social Worker	Mrs. Jenny Revucky
Speech Therapists	Mrs. Heather Ackerman & Mrs. Marcy Clay

EDUCATIONAL ASSISTANTS

Ms. Angelina Antenucci	Mrs. Shawn Ferrell	Mrs. Nancy Raymond
Mrs. Rita Badame	Mrs. Carol Freilick	Mrs. Dolores Sattin
Mrs. Karen Brader	Mrs. Elizabeth Hare-Cox	Mrs. Kirsten Tewfik
Mrs. Lucila Bran	Mrs. Patricia Ingelido	Mrs. Mary Thomas
Mr. Stephen DeCicco	Mrs. Kimberly Phillips	Mrs. Denise Van Fossen

STOCKTON PTA OFFICERS

President	Mrs. Penny Ludman	pennyludman@gmail.com
Vice-President	Mrs. Gail Forman	gfg113@aol.com
Treasurer	Mrs. Lindsay Cunningham	careyandlindsay@yahoo.com
Recording Secretary	Mrs. Jennifer Hesler	jennhesler@gmail.com
Corresponding Secretary	Mrs. Karen Zayac	thezayacs@gmail.com
Ways and Means	Mrs. Ann Harrington	tokay@email.chop.edu
Ways and Means	Mrs. Phaedra Clarke	pj_germano@yahoo.com
Arts and Education	Mrs. Natalie Horwitz	nathorwitz@gmail.com

GRADE LEVEL TEACHERS

Kindergarten – AM/PM (Room 101)	Mrs. Stacey Carusi
Kindergarten – PM (Room 100)	Mrs. Theresa Mohrfeld
	Miss Maureen Duffy
Kindergarten, 1 st , 2 nd (Room 115)	Mrs. Heather Holland
1 st Grade (Room 104)	Mrs. Karen Barnett
1 st Grade (Room 105)	Ms. Mary Saverino
	Mrs. Janet Boecklen
1 st Grade (Room 106)	Ms. Jennifer Rieger
2 nd Grade (Room 102)	Mrs. Jacquelynn Mulligan
	Mrs. Annmarie Imperato
	Ms. Kristen Hearn (LTS)
2 nd Grade (Room 103)	Mrs. Karen Zirman
2 nd Grade (Room 108)	Mrs. Davi Browne
3 rd , 4 th , 5 th Grade (Room 110)	Mr. John Finnegan
3 rd Grade (Room 111)	Mrs. Jodi Napoli
	Miss Kelly Burns
3 rd Grade (Room 112)	Mrs. Kathryn Pendleton
3 rd Grade (Room 114)	Mrs. Julia Kozak
4 th Grade (Room 119)	Mrs. Lauren Turk
4 th Grade (Room 125)	Mrs. Courtney Donahue
4 th Grade (Room 126)	Mr. Nicholas Baldoni
	Mrs. Maureen Di Vietro
5 th Grade (Room 122)	Mrs. Thu Lam
	Mr. David Sonnheim
5 th Grade (Room 124)	Ms. Rachel Morgan

FINGERTIP INFORMATION

School Hours: 9:00 a.m. - 3:30 p.m. Grades 1 through 5
9:00 a.m. - 11:30 a.m. A.M. Kindergarten
1:00 p.m. - 3:30 p.m. P.M. Kindergarten

Office Hours: 8:00 a.m. - 4:15 p.m.

Safety: Pick up & drop off your children on Wexford Drive only. **Not in the school driveway or parking lot.**

Absentees: Call the school if your child will be **late or absent** and will not arrive by 9:00 a.m. to report a student late or absent **Press 1** Give your child's name, teacher, and the person calling. **Homework requests should be made at this time.** Send in an excuse note upon the child's return to his/her teacher.

Breakfast/Lunches: **Breakfast may be purchased daily for \$1.65.**
Lunch may be purchased daily for \$2.80 without pre-ordering & Milk for \$.75. Food Service: 856-424-2316
Make checks payable to: CHERRY HILL FOOD SERVICE.

Emergency Closing & Delayed Openings: Cherry Hill School District is identified as "**Camden County Number 551**". **Check the CH website, CHPS TV Channel 19, 24, KYW.schools.com & Local Media.** Please see **Delayed Openings/Early Dismissal and Inclement Weather Sections.**

Bus Riders: **ONLY** pupils who are assigned to ride the buses may do so. **(See Bus Safety Rules beginning on Page 21)**

School Attendance: By law, pupils are expected to attend school regularly. Personal illness, religious holidays & death in the family are considered excused absences.

Celebrating Birthdays: **The School Leadership Council has voted to eliminate birthday treats. (Any food based items.)** Grade level teams will now be responsible for creating alternative ways to celebrate. When a student at Stockton School celebrates their birthday, they are asked **not** to bring in a birthday treat/snack. A decision will be made by the teachers within the grade level on how their students' birthdays will be celebrated. This will ensure that the birthday children will still have a celebration on their special day. **Birthday parties for teachers are not permitted.**

Dress Codes for Physical Education Classes: See Page 23 & 24

****STOCKTON SCHOOL OFFICE TELEPHONE NUMBER IS 856- 424-1505 x 5**.**

HOW TO HELP YOUR CHILD'S PROGRESS

The home and school must work together to ensure the best educational progress for each child. Here are some of the ways in which a parent can help:

- 1. The growing child must have nutritious food to supply energy for work and play. His/her health and school progress are influenced by the food that he/she eats. Send your child to school ready for the work of the day after a wholesome and adequate breakfast.**
- 2. A growing body needs plenty of rest. Elementary school children should have between 10 & 12 hours of sleep daily. It is recommended that you discourage any highly stimulating activity before bedtime.**
- 3. Children need to feel secure. Your child needs love, confidence and understanding that only a family and home can give.**
- 4. Your child's school day is their "work day". Please prevent overloading that day. Although extracurricular activities are important, they should be balanced to afford your child the opportunity for adequate relaxation and free play.**
- 5. Help your child to develop interests and expressive power. Acquaint your children with the wonders of nature and the world around them. Encourage hobbies and collections.**
- 6. Demonstrate to your child a genuine interest in his/her school and its activities. If you are concerned with some phase of your child's development, please feel free to contact the classroom teacher.**

Richard Stockton Elementary School core beliefs enabled the creation of our School Leadership Council (SLC). Our SLC continues to encourage open communications to achieve mutual understandings in decision-making practices by allowing all stakeholders to actively participate in school improvement within our Professional Learning Community model.

The administration, staff, and community believe that all children can learn. We accept the responsibility for providing an atmosphere that seeks to foster a tone of decency and embraces an environment conducive to learning. The accomplishment of these beliefs will come about through:

- A commitment by all staff to share knowledge, experiences and leadership qualities to achieve high levels of success within our Professional Learning Community.
- A commitment by all staff to implement and integrate research-based strategies that encompass and enhance the learning style of all children
- A commitment by all staff to provide active engagement learning environments.
- A commitment by all staff to permeate high expectations for student learning throughout the building.
- A commitment by all staff to the ethical principles of creating a safe learning environment which embraces cultural development and character education for all students.

The SLC undertakes a variety of actions to enable the mission of the Council. Those actions include, but are not limited to, the following:

1. Create a positive school culture.
2. Celebrate achievements and successes, cultural awareness, and character development within our school community.
3. Determine best practices for carrying out school, district & state goals.
4. Listen and resolve staff/community concerns.
5. Problem solve.
6. Model and function as a school democracy.
7. Promote and support professional development.
8. Discuss new initiatives and ideas.
9. Communicate with community and staff.
10. Collect and analyze data.
11. Identify and address the concerns and ideas of the school and staff.
12. Work toward the betterment of the school.

We are excited about the many initiatives that make this great school even better and help each and every student achieve. **Richard Stockton Elementary School** thrives in an atmosphere of collaboration among students, educators, parents, and the community. On behalf of the students and staff of **Richard Stockton Elementary School**, thank you for your interest in our school.

**** Regular School Hours ****

Grades 1 through 5	9 00 a.m. to 3:30 p.m.
A.M. Kindergarten	9:00 a.m. to 11:30 a.m.
P.M. Kindergarten	1:00 p.m. to 3:30 p.m.

Parents are reminded that children who walk or are brought to school by their parents should not arrive at school prior to **8:45 a.m.** We bring this to your attention in order to avoid potential problems and/or injuries, which could result if children arrive before adult supervision is available. Parents of walkers are asked to monitor the time that their children leave home each morning so that children arrive at school between **8:45 a.m. and 9:00 a.m.** Students are permitted to enter the building at 8:55 a.m. and are considered tardy if they arrive in their classrooms after 9:00 a.m. On inclement days, children may enter the building at 8:50 a.m. and report directly to the All Purpose Room.

The cooperation of all parents in this matter will be appreciated and will provide a safe, supervised environment for all children.

**** Dropping Off, Picking Up Children & Parking ****

The school driveway and parking lot are restricted to school buses and school staff only.

Parents driving children to school should drop them off along Wexford Drive near the crossing guard (but not the driveway where the buses must enter). Those pupils are to walk around the kindergarten end of the building to the playground side of the school. Educational Assistants supervise pupils on the playground and line them up according to their classroom assignments and escort them into the building.

Parents planning to pick their children up at the close of school, 3:30 p.m. should inform their children before they leave for school and send a note to the teacher confirming the dismissal date and time. Parents should park on Wexford Drive and wait near the crossing guard for their children. These pupils will be dismissed with the walkers at 3:25 p.m. in the front foyer by the kindergarten doors and will go directly to the corner by the crossing guard.

In order to protect the instructional time for all pupils, parents should schedule appointments for their children at a time that will permit them to be dismissed at our regular dismissal time.

**** Absentee Call System ****

If your child is absent from school, you must call to report the child late or absent. If not, you will receive an automated attendance call as soon as possible after school opens and attendance has been taken. Most calls are made between 9:45 a.m. and 10:00 a.m. If no one answers at the home phone number, we will attempt to call the parent(s)/guardian's place of employment and/or cell phone or e-mail.

PLEASE call the school office if you ever decide at the last minute to take your child with you on a trip or to visit and no one knows about it. We sometimes spend hours trying to find a pupil who is “supposed” to be in school and no one is home for us to verify his/her whereabouts. Remember to send an excuse note to school when your child returns following an absence.

****Breakfast/Lunch Program Information ****

MAKE CHECKS PAYABLE TO: “CHERRY HILL FOOD SERVICE” or CHPS

Please make certain that each new deposit is clearly identified with your child’s name, his/her school, room number and their student ID number.

Breakfast:

Breakfast may be purchased daily for \$1.65.

Lunches:

1. All school lunches can be purchased daily for \$2.80. You are to pay cash at the time of service or you may use the Computerized Debit Point-of-Sale (“POS”) System. (Please refer to the information on www.chclc.org/parents to inform you of what is needed). A lunch consists of one entrée, two servings of fruits and/or vegetables and milk or juice.
2. There is no need to pre-select meals! Your child can make their choice on the day that they buy. All schools will have enough of every item, to feed all children the lunch they want.

Snacks:

3. Snacks will be sold daily and all snacks will meet requirements of the Wellness Policy. Menu items can be purchased al la carte, and are not a part of the \$2.80 lunch. Snacks will be offered after every student has obtained their lunch.

Milk:

4. Milk is sold daily for \$.75.
5. **Please direct any comments or questions to the Food Service Office at 856-424-2316. this information and much more can be found on the districts website www.cherryhill.k12.nj.us/ and then click on “Departments” and “Food Services” & myschoolbucks.com to view the account balance.**

**Breakfast service will begin on Wednesday, September 5, 2018
Elementary lunch service will begin Wednesday, September 5, 2018.**

****Delayed Openings/Early Dismissal/Inclement Weather****

The following are the district's guidelines on school closings, delayed openings and early dismissals.

All schedule changes will be posted on the Cherry Hill District Website www.chclc.org and on Channels 19 or 24, as well as KYWSchools.com (**our school closing number is 551**) and local television stations (3, 6, and 10), as well as, an announcement using our District Notification System. They will not activate the system to call parents after 10:30 p.m. or before 5:45 a.m.

2 Hour Delayed Opening:

In the event of a delayed opening, the school schedule will be delayed two hours.

- Grades 1-5 hours are 11:00 a.m. – 3:30 p.m.
- Morning Kindergarten will run from 11:00 a.m. – 1:30 p.m.
- Afternoon Kindergarten will run as scheduled 1:00-3:30 p.m.
- SACC/EDCC opens on a two-hour delay—at 9:00 a.m.; all SACC sites will be open from 9:00 a.m. to 11:00 a.m.
- Bus routes will begin two hours later than normal with the exception of afternoon kindergarten routes, which will remain the same.
- Lunches will be available and served at the normal time – 11:45-12:15 p.m. for 30 minutes.

1:00 Early Dismissal:

- Grades 1–5 hours are 9:00 a.m. – 1:00 p.m. (Lunch will be offered)
- Morning Kindergarten will be from 9:00 a.m. – 11:30 a.m.
- Afternoon Kindergarten will be from 10:30 a.m. -1:00 p.m.

Emergency Dismissal:

Elementary school students will be dismissed at their normal dismissal time. At no time will any elementary students be dismissed and arrive home earlier than their normal schedule.

Notice of emergency dismissal will be posted on the website, calls to parents/guardians using the automated emergency phone list, Channels 19 or 24, as well as, KYWSchools.com and on Channels 3, 6, and 10.

- SACC/EDCC will stay open until the last child is picked up.
- All afternoon extracurricular activities, including STEP programs will be cancelled.

**** Inclement Weather ****

When it is necessary to close schools or to delay opening because of weather conditions (heavy snow, icy roads), **the school district informs parents by using an automated notification phone system**, KYWSchools.com and TV stations, the **district's website, CHPS TV, Cable Channels 19 or 24 and www.chclc.org**. School districts are identified by number rather than by name under a timesaving system that

has been in operation throughout the Delaware Valley for several years. **CHERRY HILL PUBLIC SCHOOLS ARE IDENTIFIED BY THE CODE NUMBER 551.** Parents are requested to monitor any of the major radio/television stations, **CABLE TV-CHANNELS 19 or 24, as well as, KYWSchools.com. PLEASE DO NOT CALL THE SCHOOLS, RADIO STATIONS OR THE POLICE DEPARTMENT.** Please keep in mind that the decision to change school schedules due to inclement weather is based on the best information available when the decision is made; however, we can never be sure how the weather will affect our area. We appreciate your patience and understanding in these matters. If you have any questions, please feel free to call the Public Information Office at 429-5600, extension 4325.

**** Visitors****

You must ring the buzzer near the side door in the front of the building to enter.

To provide maximum safety for your child and protect valuable instructional time, all visitors (regardless of their purpose) are to report directly to the office. No one is permitted in the halls or classrooms without authorization from the office.

Forgotten items such as lunches or homework are to be clearly marked with the pupil's name, their teacher's name and room number and brought directly to the school office and we will contact the student for pickup of the item.

**** Communication with Parents****

Communication between the parent and teacher is an important part of the educational program at Stockton School. We believe that good communication between the home and school is essential for creating a positive environment for student success.

At Stockton School, we communicate with parents in the following ways:

- Scheduled Student-Led-Parent-Teacher Conferences
- Student Profiles (which are sent home in December, March & June, Grades K-5)
- Our Weekly PTA Newsletter – [This Week at Stockton](#)
- Homework Planners
- Notes, Telephone Calls to Parents and e-mails
- PTA Meetings & Parent Education Programs
- Teacher e-Boards
- Our website: <http://stockton.cherryhill.k12.nj.us/>

We encourage all parents to call the teacher or principal as the need may arise.

**** Illness ****

On occasion, children may become ill during the day or accidents may happen. In the case of illness, we will call you and request that you pick up your child. We will also request that you sign your child out. We have sent home **Pupil Information Cards, School Nurse Health Record Update and Confidential Student Information** forms to be completed and returned to the school. **Please be sure all of your information is up to date so we can expedite this process** and contact you as soon as possible.

**** Doctor and Dentist Appointments ****

We urge you to make appointments before or after school hours whenever possible. However, if this is not possible and you must take your child out of school, please write a note to your child's teacher. When you come to pick up your child, please report to the school office and we will call for the student. Please sign him/her out and the time.

PLEASE NOTE: We will **NOT** release a child to anyone but the parent, legal guardian or the person(s) specified on the Pupil Information Card under Emergency Contacts.

All persons listed as emergency contacts, must be an adult 18 years of age or older. Identification is required if the adult is unknown to the staff.

**** Policy on Medications ****

Effective September 1, 2013, the Cherry Hill School District has revised the protocol for administration of prescription medication by a certified school nurse. In addition to written parent/guardian permission, the district now **requires a form** that is completed by the prescriber and includes the name of the medication, dose, diagnosis/purpose, and prescriber comments. This form also requires a physician's office stamp and can be found on the district website and in our nurse's office.

The school should be informed of any special health problems that a child may have (diabetes, rheumatic heart, asthma, etc.) so that proper steps can be taken to assure adequate care in emergency situations.

School personnel may not provide pupils with aspirin or any medication whatsoever.

PUPILS MAY NOT BRING ASPIRINS, VITAMINS OR ANY MEDICATIONS TO SCHOOL. PUPILS SHOULD BE KEPT AT HOME WHEN THEY ARE ILL.

**** Educational Trips ****

As part of the educational program at Stockton School, children may be taken on field trips. These trips are approved by the Board of Education and Administration, and are supervised by regular classroom teachers and parents. Parents will be notified when a trip is planned. Every child must have a form signed by the parent/guardian before taking part in any out-of-classroom school activities.

**** Telephones and Calling School ****

We must ask that children not use the school telephones except in cases of emergencies. Except in emergencies, please try not to call the school during the lunch hour, 12:00 – 1:00 PM. Some teachers allow their students to use their smart phone in class for research or when working on an assignment. Students without a phone will be provided appropriate technology to complete their assignment. At no time can a student access social media sites not associated with the assignment or text message. Any violation of the Districts Accepted Technology Use Policy may result in a disciplinary infraction under our Student Code of Conduct.

**** Bicycle Riding ****

We allow any child to ride a bicycle to school providing he/she has parental permission. We suggest that the bicycle have a lock. The school does not accept responsibility for damaged, lost or stolen bicycles, locks or chains. There is a bicycle rack behind the All-Purpose Room to secure your bicycle during the school day. **REMEMBER THAT STATE LAW REQUIRES THAT ALL CHILDREN MUST WEAR A BICYCLE HELMET.**

**** Remaining after School ****

A child may be required to remain after school hours at the discretion of the teacher or principal for completion of specific work, or disciplinary reasons. Parents will be notified by the school that their child has an after school commitment.

No child will be required to remain after school longer than one half-hour, unless a mutual understanding has been reached between the school and the home.

**** Surprise Parties ****

Please do not request surprise parties for teachers or students during the school day.

BIRTHDAY PARTIES FOR TEACHERS ARE NOT PERMITTED.

**** Health Records and Examinations ****

Health records are maintained by the school nurse, Mrs. Marie Smith, for each child at Stockton. Screenings are conducted annually by the school nurse.

Blood Pressure	Yearly
Vision	Kdg, Gr. 2 & 4
Hearing	Kdg. To Grade 3
Height & Weight	Yearly
Scoliosis	Grade 5

The nurse will send home a notice of any abnormalities that are found during the screening. Parents are advised to consult an appropriate medical practitioner as soon as possible and are requested to inform the school of any corrections that are made.

**** Homework ****

Homework serves many purposes. It reinforces skills taught in the classroom and may also be used to extend classroom learning. For parents, it provides a means of communication about what your child is learning in school. The following are some suggestions for making homework a beneficial experience for your child:

1. Provide a quiet study area to help your child develop a daily homework schedule.
2. Provide research material for study use.
3. Encourage your child to use the school and public libraries when appropriate.
4. Encourage your child to solve problems by himself/herself—help, don't do it.
5. Feel free to speak to your child's teacher if there appears to be a problem.

The amount of time spent on homework will depend upon the immediate needs of the individual child and the objective established as outgrowths of the daily curriculum.

We recognize that there are a variety of circumstances, which may cause a student to be absent from class. Here at Stockton, we will try to provide some continuity with the missed work by offering the child some advance assignments, readings, or make-up work. With adequate notice, we can provide some homework assignments in advance. **PLEASE REALIZE THAT ALL ASSIGNMENTS CANNOT ALWAYS BE ANTICIPATED IN ADVANCE.** We will, therefore, keep a folder of work to be made up by the absent students upon his/her return to class. We will provide a reasonable amount of time for this work to be completed. Advance readings or readings to be made up afterward may also be assigned.

We would suggest that absent students who are on vacation, keep a daily journal of their activities, observations and learnings. This journal should be presented to the homeroom teacher upon the students' return.

We ask the Stockton community to closely review the Cherry Hill School Calendar and make every attempt to plan family vacations with it in mind. Please remember that continuity of the curriculum, attendance and punctuality in class are crucial to the learning and growth of our students.

****District's TITLE IX Officer****

As required by section 504 of the Rehabilitation Act of 1973, it is the policy of the Cherry Hill School District not to discriminate on the basis of a handicap in admission or access to, or treatment or employment in, its programs and activities.

Mrs. Bonnie Mingin, Supervisor of Pupil Services
District's Title IX Officer/ADA Officer
Malberg Administration Building
45 Ranoldo Terrace
P.O. Box 5015
Cherry Hill, New Jersey 08034-0391
(856) 429-5600 x 4416

STOCKTON

SCHOOL



JAGUARS

***** Family Life Education Curriculum*****

The Cherry Hill Public Schools Family Life Education Curriculum is presented each year to students in Kindergarten thru 5th grade. The curriculum will be taught by your child's classroom teacher, the school nurse, and the Physical Education teacher. If you are interested in reviewing the instructional materials, please contact the school nurse. To request excusing your child from any portion of the program should be directed to the school nurse in writing.

**** Tennis Anyone ****

As you know, there are two tennis courts in the rear of the school. These should not be used during school hours. At other times, both courts are available to the public. We only ask that you not interfere with the school's routine and park in the parking lot. You must park on Wexford Drive. Furthermore, no one (child or adult) will be permitted to retrieve balls from the school roof. The school custodian will periodically retrieve balls from the roof.

We appreciate your cooperation.

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District Affirmative Action Policy

As required by Title IX of the Education Amendments of 1972 New Jersey Administrative Code 6:4-1.1 et seq., and the New Jersey Law against discrimination, it is the policy of the Cherry Hill School District not to discriminate on the basis of sex, race, color, creed, religion, ancestry, English proficiency, national origin or social or economic status, handicap or affectional or sexual orientation in its educational programs or activities and employment policies.

Each Cherry Hill Public School has a copy of the District Affirmative Action Plan, which describes in considerable detail the district's commitment to equal educational and employment opportunities. A grievance procedure for alleged violations of Federal/State anti-discrimination legislation has also been established as a part of this plan. Copies are available in the principal's office. Policy G-2

Our School Affirmative Action Officer is: Mrs. Alicia Lomba

Inquiries regarding compliance may be directed to:

Ms. LaCoyya Weathington, Director of Pupil Services
Malberg Administration Building
45 Ranoldo Terrace
Cherry Hill, NJ 08034-0391
(856) 429-5600 x 4431

****STOPit****

In an effort to bring further awareness and, ultimately, attempt to stop bullying in schools, The Cherry Hill School District is rolling out a new application named **"STOPit"** in all schools, which allows students to anonymously report incidents or suspicious behavior to school administrators. Staff will be sharing the app with students and providing them with a code to sign into the app for reporting purposes. This will allow students to report by two-way text messaging, photos or videos. Once the report is made, administrators are able to communicate with the anonymous source and further investigate the situation. If the report is found to be credible, the school district will take appropriate steps to deal with the issue. If the district finds the report to have no merit or is false/misleading, a reply will be sent that the app is a serious program and if further false reports are filed, that particular account will be disabled.

As required by section 504 of the Rehabilitation Act of 1973, it is the policy of the Cherry Hill School District not to discriminate on the basis of a handicap in admission or access to, or treatment or employment in, its programs and activities.

The Cherry Hill School District has made a commitment to provide to all affected groups a learning and working environment free from sexual harassment, and will not tolerate such conduct on the part of any student or employee. This commitment is clearly stated in the Board of Education Policy JAAB: Equal Opportunity/Nondiscrimination/Harassment. This policy also addresses definitions of sexual harassment, the complaint procedure, and possible disciplinary action and notification procedures. Questions concerning this policy should be directed to the building principal or to Ms. LaCoyya Weathington, District Affirmative Action Officer — (856) 429-5600.

Policy on Sexual Harassment – 5751

The Board of Education will not tolerate sexual harassment of pupils by school employees, other pupils, or third parties. Sexual harassment of pupils is a form of prohibited sex discrimination. School district staff will investigate and resolve allegations of sexual harassment of pupils engaged in by school employees, other pupils (peers), or third parties.

The Board shall establish a grievance procedure through which school district staff and/or pupils can report alleged sexual discrimination, including sexual harassment which may include quid pro quo harassment and hostile environment.

Definitions:

1. Quid pro quo harassment occurs when a school employee explicitly or implicitly conditions a pupil's participation in an educational program or activity or bases an educational decision on the pupil's submission to unwelcomed sexual advances, request for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid Pro Quo Harassment is equally unlawful whether the pupil resists and suffers the threatened harm or submits and thus avoids the threatened harm.

2. Hostile environment sexual harassment is sexually harassing conduct (which can include unwelcomed sexual advances, requests for sexual favors, or other favors, or other verbal, nonverbal, or physical conduct of a sexual nature) by an employee, by another pupil, or by a third party that is sufficiently severe, persistent, or pervasive to limit a pupil's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment.

This Policy protects any "person" from sex discrimination; accordingly, both male and female pupils are protected from sexual harassment engaged in by school district employees, other pupils, or third parties. Sexual harassment, regardless of the gender of the harasser, even if the harasser and the pupil being harassed are members of the same gender is prohibited. Harassing conduct of a sexual nature directed toward any

pupil, regardless of the pupil's sexual orientation, may create a sexually hostile environment and therefore constitute sexual harassment. Nonsexual touching or other nonsexual conduct does not constitute sexual harassment.

The regulation and grievance procedure shall provide a mechanism for discovering sexual harassment as early as possible and for effectively correcting problems.

The Superintendent, or designee, will take steps to avoid any further sexual harassment and to prevent any retaliation against the pupil who made the complaint, was the subject of the harassment, or against those who provided the information or were witnesses. The school district staff can learn of sexual harassment through notice and any other means such as from a witness to an incident, an anonymous letter or telephone call.

This policy and regulation on sexual harassment of pupils shall be published and distributed to pupils and employees to ensure all pupils and employees understand the nature of sexual harassment and the Board will not tolerate it. The Board shall provide training for all staff and age-appropriate classroom information for pupils to ensure the staff and the pupils understand what type of conduct can cause sexual harassment and that the staff know the school district policy and regulation on how to respond.

In cases of alleged harassment, the protections of the First Amendment must be considered if issues of speech or expression are involved. Free speech rights apply in the classroom and in all other programs in the public schools. The Superintendent, or designee, will formulate, interpret, and apply the policy so as to protect free speech rights of staff, pupils and third parties.

In addition, if the Board accepts Federal funds, the Board shall be bound by Title IX of the Education Amendments of 1972 prohibiting sexual harassment of pupils. Title IX applies to all public school districts that receive Federal funds and protects pupils in connection with all the academic, educational, extra-curricular, athletic, and other programs of the school district, whether they take place in the school facilities, on the school bus, at a class or training program sponsored by the school in a school building or at another location.

United States Department of Education – Office of Civil Rights Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties (1997)

Adopted: 28 June 2016

District policies may be found on the district's website (www.cherryhill.k12.nj.us).

BUS SAFETY RULES

Our Transportation Department wants to remind parents of the importance of bus safety. Please be sure to communicate this information to your children.

The DANGER ZONE is the area immediately surrounding the school bus. It extends 10 feet in front and behind the bus, and 10 feet from the sides. The area of greatest danger is immediately in front of the front bumper and right wheel. Please remind students:

Leave home **ON TIME** so you can **ARRIVE AT THE STOP 5 MINUTES PRIOR TO THE BUS ARRIVAL**

Running to the stop is dangerous, **NEVER RUN TO CATCH THE BUS**

If you can touch the bus, **YOU ARE TOO CLOSE**

If you can't see the driver as you cross the street in front of the bus, **YOU ARE TOO CLOSE**

Always cross at least 10 feet in front of the bus

Wait for the driver's direction before crossing in front of the bus

Look both ways for traffic before crossing the street, and **NEVER** stop to pick up anything that falls in front of the bus bumper or wheels

ALWAYS WATCH FOR MOVING VEHICLES WHEN EXITING A STOPPED SCHOOL BUS. Vehicles do not always stop for a school bus with red lights flashing, even though it is the law.

**CHERRY HILL BOARD OF EDUCATION
CENTRAL ADMINISTRATION**

Malberg School
P.O. Box 5015
45 Ranoldo Terrace
Cherry Hill, NJ 08034-0391
(856) 429-5600
www.chclc.org

Dr. Joseph Meloche, Superintendent of Schools

CHERRY HILL BOARD OF EDUCATION

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Dr. Edward Wang

The Board of Education holds monthly Action Meetings at **7:00 p.m. at the Malberg Administration Building**. Formal official action may be taken at such meetings on any and all business involving the school district.

2018	September	25
	October	16
	November	27
	December	18

2019	January	22
	February	26
	March	26
	April	30
	May	28
	June	25

Organization Meeting will be held on January 3, 2019

All such meetings will be BOARD WORK SESSIONS and/or Special Meetings to be held at 7:00 p.m. at the Malberg Administration Building, 45 Ranoldo Terrace, Cherry Hill, New Jersey, unless noted to be different. Formal action may be taken on the matters on Special Meeting Agendas.

The purpose of these meetings, to the extent now know, involves a review of the agenda for the next scheduled Regular Monthly Meeting.

Meeting information (e.g., dates, agendas, minutes) is available on our website at www.chclc.org. Meeting information is also posted on CHPS TV (Channel 19 on Comcast; Channel 24 on Verizon) and on the central bulletin board at the Administration Building.

Central Administration Administrative Staff

(856-429-5600)

Superintendent of Schools	Dr. Joseph Meloche
Director of Operations	Don Bart
Asst. Supt./Business /Board Sec.	Lynn Shugars
Asst. Business Administrator	Lisa Ridgway
Asst. Superintendent Pre-K – 12	Dr. Justin Smith
Director of Human Resources	Nancy Adrian
District Affirmative Action Officer/Dir. Pupil Ser./Title IX	LaCoyya Weathington
District Director of Curriculum	Dr. Farrah Mahan
Sup. Pupil Ser./District 504 Officer/ADA Officer	Bonnie Mingin
District Supervision Language Arts K-12	Violeta Katsikis
District Elementary Math Teacher Coach	Patrick J. McHenry
Supervisor, Math K-12	Michelle Smith
District Science Supervisor K-12	Scott Goldthorp
Board Attorney	Paul Green
District Supervisor of Special Education	Trina Scott
District Supervisor of Special Education	Joann DiGiacomo
Colleague Teacher for Special Education	Amy Edinger
Purchasing Manager	Deanna Denisar
Director of Safety and Security	Anthony Saporito
Director of Operations/Facilities	Greg McCarty
Transportation Department Supervisor	Linda King
Transportation Department	856-489-5851
Transportation Hotline Number	856-761-1092
Coordinator SACC	Melissa Conklin(429-6564)
Director of Food Services	Ann King (424-2316)
District Student Advocate	Yanell Holiday
Public Information Officer	Barbara Wilson
Coordinator STEP Program	Ed Klitz (429-6564)
Student Registration Office	Denise Gallagher
Student Registration Office	Cynthia Kunz
Student Registration Office	Mary Sobel
Coordinator of Research & Assessment /PARCC	Valerie Sadwin
District Test Coordinator	Faith Holmgren

PHYSICAL EDUCATION DISTRICT DRESS POLICY

ELEMENTARY SCHOOL

In order to safely conduct the activities in physical education classes, the following dress regulations are **REQUIRED OF EACH STUDENT**:

A. SNEAKERS

1. PERMISSIBLE

- a. Traditional Sneakers – Soles should be no higher than **ONE INCH**, to prevent injury when children engage in running, Jumping, and quick turns.
- b. Laced or Velcro – No Zippers

Our concern is your child's safety during full participation in athletic activities.

2. NOT PERMISSIBLE

- a. Hiking Boots
- b. All Weather Shoes
- c. Heels
- d. Slip-ons, flip-flops, jellies
- e. Sandals

B. DRESS

1. PERMISSIBLE

- a. Shorts
- b. Slacks
- c. Comfortable Tops
- d. Weather appropriate attire
- e. Warm-up or Sweatsuits

2. NOT PERMISSIBLE

- a. Skirts/dresses on P.E. days
- b. Loose Dangling Earrings and Long Necklaces must be removed before participating.
- c. Half Shirts (midriff exposed)

Physical Education Excuses

1. In order to be excused from a physical education class, a student shall present a written request for the excuse. (Administrative Procedure 2425)
 - a. Short-Term (a range of 1-5 days) – present a note from his or her parent/guardian to the physical education teacher who will automatically honor the request.

- b. A second request to extend the first request is to be referred to the school nurse who may:
 1. Grant the request based on information presented, or
 2. Consult with the parent. If, after consultation with the parent, the nurse advises the parent that the request is to be denied, the parent may present an excuse by a physician which will be honored.
 - c. Long-Term (10 days or more) – a written excuse from a physician is required. This excuse is to be reviewed every three months to determine its continuation. The review shall include a consultation with the physician issuing the excuse.
2. An excuse from physical education should be considered as an excuse from any physical activity. This does not necessarily preclude participation in non-physical activities such as score-keeping, etc.
 3. Each school shall develop an internal procedure to carry out these guidelines, including a record keeping procedure.

We hope that you will find the information provided in this Parent Information Handbook to be helpful to you throughout the school year.

Should any questions, concerns or problems arise please feel free to contact any of the Stockton School Staff, the Administrative Staff at Central Administration or the PTA Officers who are noted within the pages of your handbook. We are all here to help and to serve our school community.

