

HADDONFIELD ELEMENTARY SCHOOLS



PARENT AND STUDENT 2021-22 HANDBOOK

HADDONFIELD PUBLIC SCHOOLS

Haddonfield, NJ 08033

<https://haddonfieldschools.org/>

ELEMENTARY SCHOOLS

Central School
3 Lincoln Avenue
Haddonfield, NJ 08033

Principal: Mrs. Shannon D. Simkus
Secretary: Mrs. Darlene Carlton

Phone:
FAX:
E-Mail

856-429-5851 ext. 3220
856-429-2006
ssimkus@haddonfield.k12.nj.us

Elizabeth Haddon School
501 Redman Avenue
Haddonfield, NJ 08033

Principal: Mr. Gerry Bissinger
Secretary: Mrs. Amy Fanrak

Phone:
FAX:
E-Mail

856-429-0811 ext. 4301
856-429-8906
gbissinger@haddonfield.k12.nj.us

J. Fithian Tatem School
1 Glover Avenue
Haddonfield, NJ 08033

Principal: Mrs. Kimberly Dewrell
Secretary: Mrs. Linda Marino

Phone:
FAX
E-Mail

856-429-0902 ext. 5102
856-427-2844
kdewrell@haddonfield.k12.nj.us

SUPERINTENDENT OF SCHOOLS

Mr. Charles Klaus
1 Lincoln Avenue
Haddonfield, NJ 08033

Secretary: Ms. Channell Jorin

Phone: 856-429-4130 ext. 6201
FAX: 856-354-2179

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HSD Health Update: Covid Protocols for 21-22

<https://www.smores.com/mvrj2-hsd-health-update?ref=email>

SCHOOL HOURS

Kindergarten -- Central School, Elizabeth Haddon School and Tatem School

Kindergarten

AM Session	8:25 to 11:10 AM
PM Session	12:15 to 3:00 PM
AM Half Day Session	8:25 to 11:10 AM
PM Half Day Session	9:45 to 12:30 PM
2 Hour Delay AM Session	10:25 to 1:10 PM
2 Hour Delay PM Session	12:15 to 3:00 PM

Inclusive Preschool

AM Session	8:45 to 11:15 AM
PM Session	12:45 to 3:15 PM
2 Hour Delay AM Preschool	Cancelled
2 Hour Delay PM Preschool	12:45 to 3:15 PM

First through Fifth Grade

Full Day Schedule	8:25 to 3:00 PM
Half Day Schedule	8:25 to 12:30 PM
Lunch is not served on half days.	
2 Hour Delay Grades 1-5	10:25 to 3:00 PM

Lunch/Recess:

Grades 1,4,5	11:45 to 12:30 PM
Grades 2, 3	12: 35 to 1: 20 PM

Beginning of School Day

The normal arrival time to school should be **ten minutes** prior to the beginning of the school day. Students should wait quietly in their morning lineup. **For safety reasons, it is imperative that children do not arrive early to school. Supervision of the outside of the building begins at 8:15 AM.**

On inclement weather days, the school doors will be opened and monitored by a staff member at 8:15 AM

If a student arrives on school grounds prior to 8:15 and is not under the supervision of a parent or guardian, the student will be directed to the main office. If this becomes a recurring issue, the building principal will contact the parent/guardian to provide support in developing a consistent plan to ensure the safety of the student.

The district provides tuition based before school care program for all school-age students. Parents/Guardians should go to <http://www.haddonfieldchildcare.org/> to make arrangements for their child(ren) to participate in this program.

End of School Day

Students are expected to go directly home at the end of the school day unless supervised by a parent or guardian. **After school students are to be supervised by a parent or guardian.**

Students in Grades 3-5 who walk or ride home unescorted are not permitted to stay on school grounds and should arrive at their destination within fifteen to twenty minutes of dismissal. If your child has not arrived home within the correct time frame, please call your child's elementary school immediately.

No child will be kept after school more than five (5) minutes without the parent's permission. This permission will be obtained by a staff member either over the phone or through written correspondence.

If it is not the desire of a parent/guardian for a student to walk home unescorted in Grades 3-5, the parent/guardian is required to inform the main office of this in writing.

The district provides tuition based after school care program for all school-age students. Parents/Guardians must go to <https://www.alphabest.org/haddonfieldnj/> to make arrangements for their child(ren) to participate in this program.

Six Day Schedule

All of the Haddonfield District elementary schools and the Middle School follow a six day schedule. The six day schedule identifies each day by number, that is day 1, day 2, rather than by the day of the week name. The six day schedule is listed in the Community Calendar and shared in biweekly eblasts from the principal. All Haddonfield residents should have received this calendar prior to the start of the school year.

EMERGENCY CLOSING OF SCHOOL

In the event that schools have to be closed because of inclement weather or other emergency, the following stations will carry the announcement: WIP, WCAU, WCAU-TV, KYW, KYW-TV, WDAS, WFIL, WFIL-TV, WHAT and WFLN.

THE CODE NUMBER FOR CLOSING THE HADDONFIELD SCHOOL DISTRICT IS 560. UPDATES REGARDING SCHOOL CLOSING CAN BE FOUND ON THE DISTRICT WEB SITE at www.haddonfield.k12.nj.us.

DELAYED OPENING

Weather 2-Hour Delayed Opening Schedule

<u>Preschool</u>
AM: Cancelled PM: Normal schedule
<u>Kindergarten</u>
AM: 10:25-12:55 PM: 12:30-3:00
<u>Grades 1-5</u>
10:25-3:00
<u>ECLC</u>
Cancelled. Students will attend their PM Kindergarten session
<u>Before School Child Care</u>
Before School Program will also begin on a two-hour delayed opening from its normal time

On a 2-hour delay, school lunch is served as normal.

EMERGENCY EARLY DISMISSAL

If it becomes necessary to close school early due to inclement weather or other emergency, parents will be notified through the emergency texting service to all parents signed up through Genesis

ATTENDANCE AND TARDINESS

BOE Policy:

It is important for all students to learn to be punctual and consistent in their attendance. Student attendance is taken each day. **If your child will be absent from or late to school, please call or email the school office by 8:30 AM:**

Central School- csattendanceoffice@haddonfield.k12.nj.us

Elizabeth Haddon- ehattendanceOffice@haddonfield.k12.nj.us

Tatem-jtattendanceoffice@haddonfield.k12.nj.us

Please email us with your child's first and last name, class, and reason for absence.

This procedure will assist us in making sure that your child is safe. If we do not receive a call or email and your child has not reported to school, the school office/nurse will try to contact parents at home or work, or call other authorized persons, in an attempt to determine the safety and well-being of the child. Parents may directly check on student attendance and tardiness by entering the [Parent Portal](#) in Genesis.

A student who arrives after the scheduled beginning of their school day (8:30 AM) will be listed as tardy. A note of explanation from the parent or guardian is required when a child is late.

Some of the most frequently asked questions about attendance include, "What constitutes an excused absence?" and "What do I need to provide following my child's absence?" *The following provides the framework regarding excused absences:* disabling illness, recovery from accident, medical disability, death in the family, religious observance, medical appointments that cannot be scheduled at another time, or other good cause as may be acceptable by the principal.

When your child returns to school from any absence, a signed note to school explaining the reason for the absence is required. If an absence note is not received, the absence will be classified as "unexcused."

Cumulative Unexcused absences exceeding ten

- Make a mandatory referral to the court program required by the New Jersey Administrative Office of Courts;
- Make a reasonable attempt to notify the pupil's parent of the mandatory referral;
- Parent/Principal conference. During this conference the plan for school attendance will be reviewed for effectiveness. Discussion will focus upon additional supports needed for consistent school attendance. The child will be included in the discussion, if appropriate.

If your child goes home for lunch and will not be returning to school for the afternoon session or will be late returning for the afternoon session, please call the school office to let us know. The school office will contact the parent/guardian of any child who does not return to school after lunch.

It is important for all students to learn to be punctual and consistent in their attendance. Being on time for school helps each child build respect for self and learning, as well as helps to set a foundation for expectations later in life. Being late for school is defined as any child who arrives to school after 8:30 AM.

Tardiness Guidelines

With this in mind, the following guidelines for unexcused lateness are:

1st through 5th Unexcused Lateness

- No Consequence

5th through 9th Unexcused Lateness

- Warning, The warning is to be written and provide the parent with the guidelines for absence and request for support

10th Unexcused lateness

- Parent/Principal conference. During this conference a plan for student attendance will be developed for implementation. The child will be included in the planning, if appropriate.

Examples of excused lateness are the same as those listed under “Excused Absence”.

MAKE UP WORK DURING AN ILLNESS

If you desire make-up work when your child is ill, **the request should be made at the time you call** to let us know your child will be absent. If this request is made by 10:00 AM, your child’s work will be sent to the office and ready for pick-up at 3:00 PM. Requests for make-up work should be limited to cases in which: (1) The student will be absent for a legitimate reason (see Attendance Policy); and (2) the student will be absent for more than one day.

FAMILY VACATION AND MAKE UP WORK

The progressive nature of the curriculum requires the faculty to adjust lesson plans each day to meet the needs of the class; **therefore, please contact your child’s teacher(s) to make arrangements for making up work.** Work may be given prior to the absence and/or when the student returns. Students are encouraged but not required to keep a journal to share with their peers when they return. Please notify the school prior to the vacation. Vacations are encouraged during scheduled school vacation periods. The valuable interactions and discussions missed when absent from the classroom cannot be replicated.

DISTRICT MISSION STATEMENT

The Haddonfield School District nurtures, inspires and empowers every learner. In collaboration with our community, we nurture unique abilities and foster a climate conducive to taking risks in pursuit of excellence. We inspire lifelong learners to excel in their endeavors. We empower each other to be inclusive, flexible and critical thinkers in a global community.

[Elementary School Diversity Statement](#)

CURRICULUM

Basic

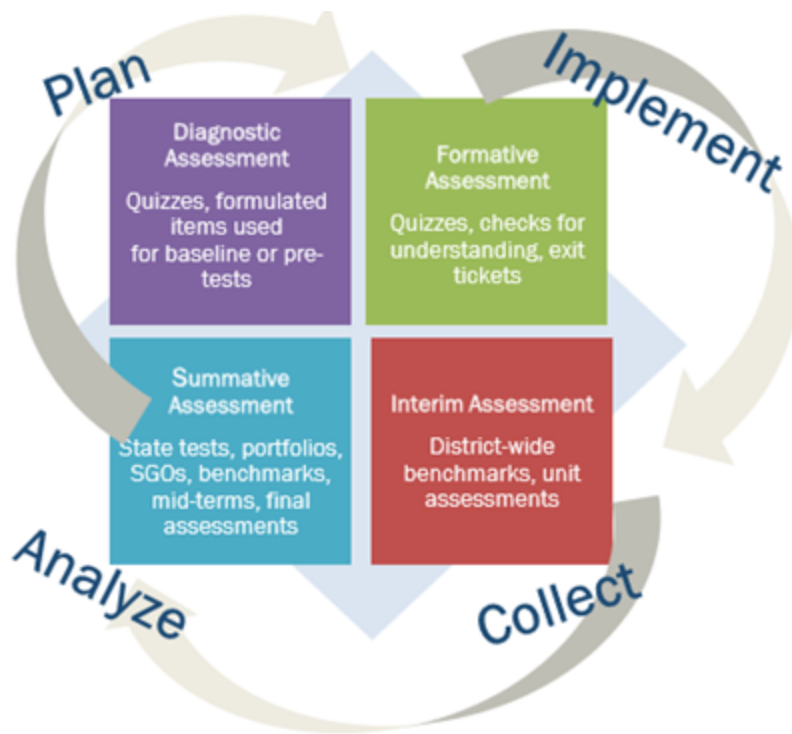
In each grade level, a comprehensive curriculum consisting of the language arts, mathematics, science, social studies, technology, and programs in affective education is taught by the classroom teachers. Methods, procedures, and grouping patterns vary from grade to grade and from teacher to teacher.

Back to School Night provides the teachers with the opportunity to describe the program and procedures used in the classroom. Curriculum overviews at each grade level are distributed that evening.

Academics Summary

Assessment

The Haddonfield School District's Assessment System has four major components as per the below graphic:



Diagnostic Assessments or a pre-assessment are those tools used by classroom teachers as baseline assessments to understand where students are in their learning. As an example, teachers will use this type of assessment to determine prior knowledge of a concept before teaching it to know where the students in a class are for grouping purposes, enrichment purposes and future assessment purposes. It is a form of pre-assessment that allows a teacher to determine students' individual strengths, weaknesses, knowledge, and skills prior to instruction. It is primarily used to diagnose student difficulties and to guide lesson and curriculum planning.

Formative assessments take place during the learning activity and provide the teacher with information regarding how well the learning objective(s) of a given learning activity are being

met by all the students in a class. Questioning, exit tickets, entry tickets, and quick quizzes are all methods of formative assessment used by teachers to gauge whether a child knows the information presented. These assessments are simply used to check students' understanding.

Interim Assessments like the LinkIt Benchmark test are developed under the same conditions, protocols, and review procedures as those used in the state NJSLA summative assessment. They assess what students are to know and be able to do in each grade level according to state standards. Therefore, LinkIt assessments assess the New Jersey Student Learning Standards for each grade level starting in grade 3 and ending in grade 8. There are also LinkIt Interim Assessments for some high school courses like Algebra 1. Interim assessments are designed to support teaching and learning throughout the school year. They are not designed or used for student data tracking and therefore the results of these benchmark tests are not provided to parents. They are used by our teachers to gauge learning to date in their classrooms, to help them understand what standards students' overall are achieving, and to plan for future learning.

The last type of assessment we use in Haddonfield are summative assessments. Simply, the goal of a summative assessment is to evaluate students' learning at the end of an instructional unit or at mid-term or at year's end. Summative assessments often result in grades. It is an assessment of learning that provides students and teachers with information about the attainment of knowledge. Teacher unit tests, midterms and finals are examples of summative assessments. The NJSLA (New Jersey Student Learning Assessments) taken in the spring of each year in grades 3 through 8 and in high school are examples of summative assessments.

Kindergarten

The Kindergarten Program is available for children who turn five years old by October 1. The Kindergarten program is based on the belief that each child grows and develops according to his or her own timetable.

Speech/language screenings are offered to all Kindergartners during this first year of school. Parental permission will be obtained prior to this screening taking place.

Some of the goals of Kindergarten are:

- Develop a sense of responsibility and self-confidence.
- Teach sharing with others.
- Develop muscular coordination through physical activity.
- Foster self-control.
- Provide enriching activities and experiences as a readiness for future learning.
- Provide a balanced literate environment which includes quality children's literature and phonetics based instruction.

SPECIAL AREA CLASSES

The children will be taught by specialists in the following areas during the school year: art, world language, library, general music, instrumental music, health and physical education.

Art

Each child in grades K-5 will receive art instruction with a specialist once every six days. The basic elements of art; color, line, shape, texture and form, are taught at every grade level using a variety of art materials. The curriculum is adapted to meet the needs, interests, and skill level of the students of each grade. The specialist will collaborate with the classroom teacher as appropriate for thematic instruction. Various art works, both masters and multicultural, will be used to enhance lessons and provide visual references for students. Art classes are held in the Art Room.

In addition, all elementary schools will again participate in the *Art Goes to School* program. Trained volunteers will present selected great works of art for appreciation and discussion.

General Music

The children have an opportunity to sing, play instruments, listen to recordings, and learn how to read and write music. Concerts involving as many children as possible are usually held in winter and spring.

In grades 1 and 2 classroom music instruction is given once every 6 days with a Music Specialist. Basic notation, singing, listening skills, introduction of orchestral instruments and rhythmic movement are presented.

The program is expanded in grades 3, 4 and 5. The practical application of rhythm and melody are taught. Music is compared and contrasted with other related arts. A wide variety of musical styles are studied. Students in grades 4 and 5 participate in chorus.

Instrumental Music

Fourth and fifth graders may begin band or orchestra in the fall. Lessons are provided once per cycle. Students have the opportunity to participate in the elementary band and orchestra which is comprised of students in all three elementary schools. Third graders may choose to take lessons on string instruments and participate in the elementary orchestra. Students must attend weekly orchestra and band rehearsals in order to participate in the concerts.

Health Education

Students in grades 1 - 5 receive health education with a Health Specialist. Students in Kindergarten receive health instruction with their classroom teacher supported by the school nurse. The school nurse also serves as a resource to staff and students.

Library

Each class has a scheduled time in the library once per cycle. In addition to regular library instruction, students may come from class at any time for research or to exchange library books. Kindergarten and first grades have literature enrichment with the librarian. This is coordinated with the regular classroom program when possible. In the upper grades, students are taught how

the library is organized, the use of the computerized card catalog, and introductory research skills.

The library is open all day every day. Books may be returned at any time by placing them on the library counter. When students have overdue books, they will not be permitted to take other books from the library. Parents will be notified of lost books which must be paid for before a student may again borrow from the library. Report cards are retained by the office at the end of the year until all responsibilities are met regarding lost books. Access to Genesis is also denied until book fines are paid.

Physical Education

Grades 1-5 receive physical education with a Physical Education teacher. Students develop various skills of coordination through diverse activities. During the course of the year, each child learns what their own capabilities are in a number of physical activities. They are asked to set improvement goals for themselves. At the end of the year, they check themselves to see if they have reached their personal fitness goals.

World Language

This new scope and sequence of language instruction emphasizes knowledge about second language acquisition, the importance of communication, and the relationship between culture and language as a new basis for program development. The ability “to communicate at a basic literacy level in at least one language other than English” (Standard 7.1) and “to demonstrate an understanding of the interrelationship between language and culture” (Standard 7.2) is now considered to be one of the hallmarks of a well-educated citizen in the state of New Jersey.

Spanish instruction will happen for all students in grades one through five. Instruction will occur for grades one through five twice per cycle for thirty-minutes each session.

STUDENT SERVICES

Child Study Team

Director: Dr. Carmen Henderson 856-429-4985 ext. 1112 or chenderson@haddonfield.k12.nj.us

A child with special learning or psychological needs can be referred by teacher or parents to our district Child Study Team. This team consists of a Learning Consultant, a School Social Worker, and a School Psychologist. If a child is evaluated by the Team, parents are notified of a meeting to discuss recommendations for the child. The entire process takes place only upon written consent of parents.

Elementary Guidance Program

CENTRAL SCHOOL:	Ms. Brielle Alexander	balexander@haddonfield.k12.nj.us
E. HADDON SCHOOL:	Mrs. Amanda LoCicero	alocicero@haddonfield.k12.nj.us
J. F. TATEM SCHOOL:	Ms. Caroline Brown	cbrown@haddonfield.k12.nj.us

The Elementary Guidance Counselor is available to all students. The counselor will meet with students who are experiencing problems in the area of self-esteem, responsibility, peer relationships and/or family crisis situations, and any type of learning problem or difficulty. A guidance referral form as well as parental permission is necessary before a student may participate in the guidance program. Parents may set up an appointment to see the Guidance Counselor by calling the school office.

Instructional Support Program

This program assists children who score below minimum standards on standardized tests in Reading, Mathematics, and Writing and/or are experiencing difficulty with their instructional programs in the classroom. Our Language Arts Specialists and ISP teachers work with small groups of children. Children can also be recommended for this program by their classroom teacher even if their scores are somewhat higher than minimum standards.

Intervention and Referral Services (I and RS)

For more information on I&RS [Click Here](#)

Speech Therapy

CENTRAL SCHOOL:	Mr. Zaire Durant-Young	zyoung@haddonfield.k12.nj.us
E. HADDON SCHOOL:	Ms. Deena O'Connor	doconnor@haddonfield.k12.nj.us
J. F. TATEM SCHOOL:	Ms. Dana O'Reilly	doreilly@haddonfield.k12.nj.us

Several certified, trained Speech and Language Therapists are available in the district to provide speech/language therapy to children who have special needs in this skill. Children will be screened, evaluated, and if necessary, classified and provided with an Individualized Education Program. The Speech Therapist also works with parents in providing for corrective guidance at home.

HOME-SCHOOL COMMUNICATION

The teacher and the principal want to help you in the important joint responsibility of educating your child.

Past experience indicates that private parent-teacher conferences are the most effective method for resolving problems. Those few problems that cannot be resolved by the teacher and parent should be brought to the attention of the principal.

If you have the need to discuss your child with the classroom teacher, you should contact your child's teacher via email or leave a message for them with the school office to contact you. Your child's teacher will inform you of the best way to reach them, although e-mail is often the most efficient. All communication will be responded to within 48-hours.

The principal will inform parents about school events via timely emails. In addition, parents are encouraged to consult their Town Calendar and eBlasts.

STUDENT REGISTRATION

[Registration Page](#)

PARENT TELEPHONE REQUESTS

Requests to deliver messages to students will be honored only for emergencies. We aim to keep classroom disruptions at a minimum. Routine items such as arrangements for doctor's visits, instructions from parents concerning after school schedules, etc, should be planned and discussed at home in advance.

Likewise, students and parents are responsible for bringing the appropriate items necessary for school such as music instruments, lunches, etc. These items should not be left in the office routinely for students to pick up.

HOMEWORK

Appropriate homework will be given at the discretion of the classroom teacher. Regular work completed at home is used to reinforce the concepts taught in the classroom and improve students' study skills. Homework may be given for the following reasons:

1. It is good discipline, it engenders accountability and responsibility.
2. Homework eases time restraints on the curriculum. Without preparatory reading and practice outside the class, the amount of work accomplished in a given time period would be considerably reduced.
3. Homework fosters student initiative, independence and responsibility.
4. Homework reinforces and supplements school learning experiences.
5. Homework brings the school and home closer together. If parents participate in the process by helping and reviewing assignments, the link between school and home can be strengthened.

Criteria for Homework Assignments

1. Related to a well taught lesson and clearly stated objectives.

2. Fit the abilities of the students.
3. Are purposeful.
4. Help the student who needs extra practice/reinforcement of skills previously taught.
5. Provide for the student who has been unavoidably absent.
6. Are checked and discussed. (If it is worth doing, it should be checked).
7. Never given as a form of punishment.

Homework Guidelines

- | | |
|------------------|--|
| 1. Kindergarten: | No regular homework assignments. |
| 2. First grade: | No more than 10-15 minutes, 4 days per week. |
| 3. Second grade: | No more than 20-30 minutes, 4 days per week. |
| 4. Third grade: | No more than 30-40 minutes, 4 days per week. |
| 5. Fourth grade: | No more than 40-50 minutes, 4 days per week. |
| 6. Fifth grade | No more than 50-60 minutes, 4 days per week. |

Teachers and parents may jointly choose to work out an arrangement of reinforcement activities for home study.

PHYSICAL EXAMINATION

In accordance with the recommendations of the State of New Jersey, all pupils entering school and in fourth grade are recommended to receive a complete physical examination during the school year. Students must have the physical examination form signed by a physician in order to receive a classroom assignment in grade 5.

The current thinking of school physicians and educators is that these examinations should, where possible, be done by the student's personal physician; however, our school physician is available to conduct the physical examination. If there are parents who prefer an examination by the school physician, please call the school nurse.

Central School-Ms. Michele Barranger, RN
 E. Haddon School-Mrs. Regina Mango, RN
 J. F. Tatem School-Mrs. Beth Herrera, RN

429-5851 ext. 2228

429-0811 ext. 4105

429-0902 ext. 5104

SCHOOL ROUTINES

Address Change

Please notify the school secretary promptly of any address, email, or telephone changes during the school year.

Bicycles

Students in grades three and above are permitted to ride bicycles to school. New Jersey law requires that all students riding bicycles must wear a helmet. If a student rides their bike/scooter to school and does not have a helmet, the student will not be allowed to ride the bike/scooter home at the end of the school day. It will be kept in the school until a parent/guardian comes to school to pick up the bike or walk the child home with the bike/scooter.

Those who ride bikes/scooters to school should chain and lock them to the racks provided. Unfortunately, thievery of bicycles/scooters does occur but it is usually confined to unlocked and expensive equipment. It is a good practice to bring an old bike/scooter to school. The bicycles/scooters must be walked on school grounds. The school is not responsible for bicycles/scooters.

Cell Phones

Cell phones cannot be used during the school day. Student's cell phones must be turned off and stored in his/her backpack. The school will not be responsible for lost or damaged phones. All messages to students should be routed through the school office.

Conferences - Parents and Teachers

Conferences are one of the best ways to assess the progress of your child. The school will arrange routine scheduled conferences, which take place in December. Parents and/or teachers may also request conferences at other times.

Early Dismissal

We ask cooperation so that such requests may be reduced to a minimum. The request must be in writing and signed by a parent. Board policy stipulates that children may be released from school early directly to the care of a parent, guardian or other adult designated by the parent. Students will be called to the office when the parent arrives. Plan time accordingly. Children may not leave school before 3:00 PM without said adult who must report to the office to sign for the child.

Discharging and Picking up Students - Parents should not park on the school side of the streets in front of the schools. When dropping off or picking up students outside of normal start and ending times, a parent or guardian must sign in/out in the main office.

Dress Guidelines

Children's clothing should be marked plainly to facilitate identification. This is especially important for storm footwear which is misplaced easily by children and which might be identical to another child's. A Lost and Found is located in each school. Encourage your child to check there for missing articles.

Student dress should be comfortable, modest and in good taste. Parents can be of vital assistance by checking to make sure their children are dressed appropriately. Likewise, parents are asked to encourage their children to develop and follow good personal hygiene habits.

The following guidelines have been set:

- Students must wear closed shoes or sneakers at all times. Flip-flops, and other backless shoes are not allowed for health and safety reasons.
- Hats, caps, scarves, or other head coverings are not to be worn inside the building.
- Shirts with offensive slogans or pictures are not to be worn.
- Torn or tattered clothing may not be worn.
- The following are not permitted: “hellie” sneakers, tank tops, string tops, tube tops, halter tops, see through tops or bottoms, cut-off shorts, or micro-mini skirts.

Line Up and Recess Information

With the approach of very cold weather, school guidelines are established concerning morning lineup and the decision whether the students will go outside for recess. It is always very important the children are dressed properly for cold weather to include winter coats, hats, and gloves. We are sharing the guidelines with our families so the students will know where to report to school in the morning and be properly dressed for outside recess.

Guidelines:

- When the wind chill factor is **15 degrees** or lower ("**feels like**" **temperature**), students will enter the school for morning arrival (8:15 AM). They will also stay inside during recess. A secondary indication that students should enter the school for morning arrival is the absence of staff supervision outside. Remember that no students are to report to school before 8:15 AM.
- The staff will check the following online link at 8:00 AM and also at 11:30 AM to make the appropriate decision.
 - <http://www.weather.com/weather/today/Haddonfield+NJ+08033:4:US>
 - For your convenience, this link can be found on our school's website
- Students will also enter the school during arrival time (8:15 AM) and have indoor recess if rain, sleet, high wind, or heavy snow is occurring.

Field Trips

Field trips essentially are an extension of classroom instruction. They provide the students with an opportunity to study first-hand certain objects and places of interest associated with classroom units. Classroom teachers are responsible for determining the number of chaperones needed to safely supervise students on each trip. Students should not bring money to spend on any field trip unless specific permission is given by the classroom teacher. You will be notified in advance of each trip in order to give you the opportunity to determine whether or not your child should participate.

For students who require medication during the day, the school will try to send a nurse to administer the medication to the student while they are on the field trip. In the event that a school nurse cannot be hired, the child's parent is encouraged to attend the field trip so they can administer the medication. Otherwise, the student will need to wait until they return to school to receive their medication from the school nurse. This procedure is necessary since state law does not allow non-nursing staff to administer any medication, including cough drops or aspirin.

Insurance

The Board of Education has purchased insurance coverage to protect all students against accidental injury while the student is going, to or from school, at school, or at approved school activities including participation in interscholastic sports.

The insurance is excess coverage; that is, it will pay those expenses not covered (including deductibles) by any other medical insurance you may have. Thus, you must submit all bills to your own insurance first. The school policy will pick up the unpaid balances up to the limits of the policy.

Further information may be obtained by contacting:

Health Office

The school nurses maintain health records on all students, auditory and visual screening, teach health and basic first aid, and cope with emergencies at school. ***It is important that addresses and telephone numbers for emergencies at school are kept current. Any changes during the year should be recorded via your Genesis account.***

Central School	Ms. Michele Barranger, RN	429-5851 ext. 3228
E. Haddon School	Mrs. Regina Mango, RN	429-0811 ext. 4105
J. F. Tatem School	Mrs. Beth Herrera, RN	429-0902 ext. 5104

Medications

Our best advice about medications is that they should be given at home. When this is not possible and a medication must be given during school time, please be prepared to follow these State mandated rules. ALL MEDICATIONS -- even "*over the counter*" medications, as well as anything ordered by your doctor must have the **District Authorization Form** completed by both doctor and parents. Please bring a limited supply of the medication your doctor has ordered to the nurse's office. The medication must be in the original container and have a current label with the patient's name, name of medicine, dosage, frequency of administration and doctor's name.

If your child must have this medication over a long period of time, please make sure to replenish his supply at regular intervals. Most children do not remember that they have to "get the medicine bottle refilled". We need your help to keep the supply available for your child. In June, we request that you collect your child's medication before the close of the school year.

Parents whose children require medication are encouraged to go on field trips to administer the medication to their child. If a parent cannot attend, the district will make every effort to provide a school nurse on the trip to administer the medication. However, we cannot guarantee that a school nurse will be available to go on the field trip.

Exception: Students in 4th or 5th grade whose medication is an inhaler for asthma may be able to carry their inhaler on a field trip if the following is in place:

- the child must have certification by a doctor that he/she has a life threatening problem and is capable of self-medicating.
- the Asthma Action Plan completed by the doctor and submitted to the school nurse must stipulate in writing that the child can self-medicate.
- the school nurse agrees that the child is capable of self-medicating.

Students are not allowed to carry or self-administer any other medications. In June, we request that you collect your child's medication before the close of the school year.

Health Records

The following documentation must be submitted for every student before being permitted to enter the Haddonfield School District:

- A health history completed by the parent.
- A complete report of a physical exam that was done after September 1, 2017 and is signed and dated by the healthcare provider (please be sure that the actual signature is on the form - stamps or office initials are not acceptable).
- Documentation from a healthcare provider that all immunizations as required by N.J. Code (N.J.A.C. 8:57-4) have been received. Please see nurses e-board for a complete list of required immunizations.

Please note:

If there is a medical reason that the immunization cannot be given, a note from the healthcare provider stating the reason (as recognized by the American Academy of Pediatrics) must be submitted.

Items From Home

Personal items such as toys, games, collections, etc. should not be brought to school unless permission is obtained from the classroom or specialist teacher or principal.

Lost and Found Articles

Each school maintains a Lost and Found collection of articles. The student may check in the office on the same day in which the article was lost to see if it had been turned in. If it has not, the student should check the Lost and Found. To help keep articles in the Lost and Found to a minimum, please make sure all of your child's belongings are labeled. Unclaimed items will be donated to a charitable cause.

Lunch Time Rules

The following lunchroom rules are in effect in the Haddonfield Elementary Schools:

1. Students must obey lunchroom aides.
2. Students may talk in a quiet tone of voice.
3. Students must stay in their seats until excused.
4. Students must not throw trash, food or other objects.
5. Students may not return to classrooms during the lunch period without teacher written permission.
6. Students must enter lunchroom and take their seats in an orderly manner.
7. Students must respect the possessions of others.
8. Students must obey all other school rules during the lunch period.
9. Profanity, foul language, will not be tolerated at anytime. Students using profanity in the cafeteria will be subject to disciplinary action.
10. Children are prohibited from sharing food.

Musical Instruments

It is important that children bring musical instruments home each day for safe-keeping purposes and for practice. **The school is not responsible for instruments left overnight.**

Report Cards

These are issued three times annually except in the Kindergarten which has two report cards annually - January and June.

Pets

No pets are to be brought to school unless permission is obtained in advance by the building principal. Pets are **not** permitted on school grounds.

Parties

The instructional program is our first priority. In keeping with this philosophy, please check with the classroom teacher prior to sending in any birthday items. Classroom parties take place near the end of the school day on Halloween and Valentine's Day. Please remember children's feelings are easily hurt! Please do not pass out party invitations on school grounds unless the entire class is invited.

School Schedule

All district elementary schools and the Middle School will follow a six-day schedule. The six-day schedule identifies each day by number, i.e., Day 1, Day 2, etc. rather than by the day of the week. Beginning with Day 1 on the first day of school, each consecutive day follows up to Day 6 and then the cycle starts again. The six day schedule allows all schools to coordinate programs and share personnel more efficiently.

Snow

We need your help to ensure that no snow is thrown by the children at other persons or automobiles on the way to and from school. Students throwing snow on school grounds or on route to or from school are subject to disciplinary action.

Student Records

Parents are permitted to examine student records with an administrator present. Items kept as part of a child's permanent file are not available for public use in any way. Both biological parents are permitted equal access to student records. Parents may request additional copies of the child's report card(s) and other pertinent information by calling the school office or placing a written request. Parents are requested to schedule a meeting three days in advance for the examination of records.

Extended School Year

A summer program is conducted annually for elementary school special education students who meet the requirements for an extended school year.

Textbooks

Students are provided use of textbooks and library books without charge. If a book is lost or damaged through negligence or abuse a replacement charge will be assessed.

Visitors

To ensure maximum safety for the children in our schools, it is the policy of all Haddonfield Schools that **all visitors**, including parents, report directly to the office, sign in and obtain a **VISITOR'S BADGE** when entering the building. While all schools welcome and encourage appropriate communication between teacher and parent, classes may not be interrupted by unannounced visits. Parents requesting to observe a class must contact the school office three days in advance to schedule a mutually convenient time for the teacher and parent. It is common practice for the school administrator to accompany the parent during the class observation. **No one is permitted in the halls or classroom without authorization from the office.** We are unable to accommodate requests for children who are not registered or students in Haddonfield Public School to visit classrooms.

Use of Surveillance Cameras

The Haddonfield Borough School District utilizes video-only surveillance cameras at certain school sites in public areas where there is no reasonable expectation of privacy. The purpose of surveillance camera usage is to prevent vandalism, to protect taxpayer property and to discourage student misconduct. The Haddonfield Borough Police Department, via the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials through the Camden County Prosecutors Office, has access to District video surveillance information.

Walking to School

Your child should know his or her first and last name, street address, parent's names, and phone number before walking to school alone. Children should always walk with a buddy when going to and from school.

**PLEASE HAVE YOUR CHILD CROSS ONLY
WHERE THERE IS A SCHOOL CROSSING GUARD**

SPECIAL PROGRAMS AND ACTIVITIES

Enrichment Activities

A program of assemblies is sponsored by the PTA in cooperation with each elementary school staff. These programs are provided periodically throughout the school year.

Field Day

Held in June each school year, this day provides the children with the opportunity to participate in a number of field events such as races, broad jumping, team building activities, and relays.

Halloween Parade

This parade begins about 1:45 PM on Halloween Day. Lunch is not served on this day. The children are dismissed at 12:00 noon and given an extra half hour for lunch so they can eat at home and then prepare themselves for this event. The children should return to school at 1:30 PM. Families are invited to watch as the children parade around the school grounds. The children then return to their classrooms for classroom parties. Parents are urged to monitor their children's costumes and make-up in order to prevent our younger students from becoming frightened. Morning Kindergarten students are encouraged to return, in costume, for their school's parade.

WHAT TO DO "IF" YOU HAVE A PROBLEM

Email the teacher or call the school office to arrange a conference with your child's teacher.

A STUDENT BECOMES ILL AT SCHOOL

A student who becomes ill during school hours is taken to the nurse's office. If it becomes necessary to send your child home because of illness, you will be notified and requested to provide transportation for the child. The phone number of an alternate responsible adult must be available to the school.

YOUR CHILD NEEDS TO RETURN TO SCHOOL AFTER DISMISSAL

Students who wish to return to school after dismissal must report to the building principal for permission to re-enter their classroom. If possible the parent should accompany the student.

YOU CHANGE YOUR ADDRESS OR TELEPHONE NUMBER

Please advise your school office immediately. Telephone numbers and email addresses may be changed by parents by entering the [Parent Portal](#) in Genesis. Parents are requested to insure that current contact information is listed in Genesis.

IF A CHILD IS ILL

Children who have been sick during the night or who display symptoms of illness in the morning should not be sent to school. Students who have an above normal temperature should not be sent to school until s/he has been fever free for 24 hours.

YOU PLAN TO MOVE

Please contact the school office for information regarding the procedure which is to be followed for transferring a child.

YOU NEED CLARIFICATION ON A PROCEDURE OR POLICY

Call your child's building principal for an answer.

Haddonfield Public Schools practice equality in educational programs. Each school building has on file district Equity and Affirmative Action policies. To obtain information, or file a grievance, please see your building principal.

Haddonfield School District Elementary School Code of Conduct

In an ongoing effort to promote a learning environment of safety and respect for all members of the school community, the following Code of Conduct has been developed. While the goal is to focus on positive behaviors, clear consequences for not choosing to follow expectations are also addressed.

Haddonfield Elementary Schools support Responsive Classroom, positive behavior interventions, logical consequences and restorative justice as a means of educating our students and helping them become responsible citizens and friends.

<i>Take Care of Yourself</i>	1st response	2nd response	3rd response
Be safe.	<ul style="list-style-type: none"> Warning Discussion with an adult Parent contact (if needed) 	<ul style="list-style-type: none"> Reflection sheet Apology note, if appropriate Parent contact Possible referral to Principal 	<ul style="list-style-type: none"> Referral to Principal Behavior Contract Loss of privilege Parent conference
Use only appropriate language and gestures.	<ul style="list-style-type: none"> Warning Discussion with an adult Parent contact (if needed) 	<ul style="list-style-type: none"> Reflection sheet Apology note, if appropriate Parent contact Possible referral to Principal 	<ul style="list-style-type: none"> Referral to Principal Behavior Contract Loss of privilege Parent conference
Be prepared for learning.	<ul style="list-style-type: none"> Warning Discussion with an 	<ul style="list-style-type: none"> Reflection sheet Apology note, if 	<ul style="list-style-type: none"> Referral to Principal

	<ul style="list-style-type: none"> adult Parent contact (if needed) 	<ul style="list-style-type: none"> appropriate Parent contact Possible referral to Principal 	<ul style="list-style-type: none"> Behavior Contract Loss of privilege Parent conference
Dress for success. Please see handbook for guidelines.	<ul style="list-style-type: none"> Warning Discussion with an adult Parent contact 	<ul style="list-style-type: none"> Reflection sheet Parent contact Possible referral to Nurse 	<ul style="list-style-type: none"> Referral to Nurse Parent conference
Try hard and do your best.	<ul style="list-style-type: none"> Warning Discussion with an adult Parent contact (if needed) 	<ul style="list-style-type: none"> Reflection sheet Apology note, if appropriate Parent contact Possible referral Guidance Counselor and/or Principal 	<ul style="list-style-type: none"> Referral to Guidance Counselor and/or Principal Behavior Contract Loss of privilege Parent conference
Practice self-control and keep hands, feet, body and objects to yourself.	<ul style="list-style-type: none"> Warning Discussion with an adult Parent contact (if needed) 	<ul style="list-style-type: none"> Reflection sheet Apology note, if appropriate Parent contact Possible referral to Principal and/or Guidance Counselor Possible loss of privilege 	<ul style="list-style-type: none"> Referral to Principal (suspension) Behavior Contract Loss of privilege Parent conference

Take Care of Others	1st response	2nd response	3rd response
<p>Respect the rights, property and feelings of others. Harassment, intimidation, and bullying will not be tolerated.</p> <p>* See HIB below.</p>	<ul style="list-style-type: none"> Warning Discussion with an adult Parent contact (if needed) 	<ul style="list-style-type: none"> Reflection sheet Apology note, if appropriate Parent contact Possible referral Guidance Counselor and/or Principal Replacement of damaged/lost property 	<ul style="list-style-type: none"> Referral to Principal (suspension) Behavior Contract Loss of privilege Parent conference
Exercise proper manners in the cafeteria.	<ul style="list-style-type: none"> Warning Discussion with an adult Parent contact (if needed) 	<ul style="list-style-type: none"> Reflection sheet Apology note, if appropriate Parent contact Possible referral Guidance Counselor and/or Principal Alternative seating in lunchroom 	<ul style="list-style-type: none"> Referral to Principal Behavior Contract Loss of privilege Parent conference
Follow all playground rules.	<ul style="list-style-type: none"> Warning 	<ul style="list-style-type: none"> Reflection sheet 	<ul style="list-style-type: none"> Referral to

	<ul style="list-style-type: none"> • Discussion with an adult • Parent contact (if needed) 	<ul style="list-style-type: none"> • Apology note, if appropriate • Parent contact • Possible referral Guidance Counselor and/or Principal • Restricted Recess 	Principal/Guidance Counselor <ul style="list-style-type: none"> • Behavior Contract • Possible I&RS Referral • Loss of privilege • Parent conference
Respect adults and all members of the school community.	<ul style="list-style-type: none"> • Warning • Discussion with an adult • Parent contact (if needed) 	<ul style="list-style-type: none"> • Reflection sheet • Apology note, if appropriate • Parent contact • Possible referral Guidance Counselor and/or Principal 	<ul style="list-style-type: none"> • Referral to Principal (suspension) • Behavior Contract • Loss of privilege • Parent conference

Take Care of Our School	1st response	2nd response	3rd response
Respect the work of others on display.	<ul style="list-style-type: none"> • Warning • Discussion with an adult • Parent contact (if needed) 	<ul style="list-style-type: none"> • Reflection sheet • Apology note, if appropriate • Parent contact • Possible referral Guidance Counselor and/or Principal 	<ul style="list-style-type: none"> • Referral to Principal • Behavior Contract • Loss of privilege • Parent conference
Keep personal space and common areas neat and clean.	<ul style="list-style-type: none"> • Warning • Discussion with an adult • Parent contact (if needed) 	<ul style="list-style-type: none"> • Reflection sheet • Apology note, if appropriate • Parent contact • Possible referral Guidance Counselor and/or Principal 	<ul style="list-style-type: none"> • Referral to Principal • Behavior Contract • Loss of privilege • Parent conference
Include others during learning time and play time. Respect individual differences. Do your part to make our school an inclusive environment.	<ul style="list-style-type: none"> • Warning • Discussion with an adult • Parent contact (if needed) 	<ul style="list-style-type: none"> • Reflection sheet • Apology note, if appropriate • Parent contact • Possible referral Guidance Counselor and/or Principal 	<ul style="list-style-type: none"> • Referral to Principal • Behavior Contract • Loss of privilege • Parent conference

Serious Offenses	1st response	2nd response	3rd response
Harassment, Intimidation and Bullying	Consequences can include but are not limited to the following: <ul style="list-style-type: none"> • Parent contact • Notification to school district Anti-bullying specialist 	Consequences can include but are not limited to the following: <ul style="list-style-type: none"> • Parent contact • Notification to school district Anti-bullying specialist • Notification to 	Consequences can include but are not limited to the following: <ul style="list-style-type: none"> • Parent contact • Notification to school district Anti-bullying

	<ul style="list-style-type: none"> • Notification to superintendent • Restitution with victim • Loss of privileges • Suspension • Remediation with guidance counselor • Ineligibility for extra curricular activities or special events • Possible notification to law enforcement • Possible separation of students in areas of building (lunch, recess, etc) • Possible class placement change 	<ul style="list-style-type: none"> • superintendent • Restitution with victim • Loss of privileges • Suspension • Remediation with guidance counselor • Ineligibility for extra curricular activities or special events • Possible notification to law enforcement • Possible separation of students in areas of building (lunch, recess, etc) • Possible class placement change 	<ul style="list-style-type: none"> • specialist • Notification to superintendent • Restitution with victim • Loss of privileges • Suspension • Remediation with guidance counselor • Ineligibility for extra curricular activities or special events • Possible notification to law enforcement • Possible separation of students in areas of building (lunch, recess, etc) • Possible class placement change • Possible expulsion
Fighting/Assault	<ul style="list-style-type: none"> • 1-3 day in-school suspension • Parent contact • Possible notification to law enforcement 	<ul style="list-style-type: none"> • 1-3 day suspension • Parent contact • Possible notification to law enforcement 	<ul style="list-style-type: none"> • 3-5 day suspension • Parent contact • Possible notification to law enforcement •

Guidance Services and the Role of the Counselor

An elementary school guidance counselor is a person who helps children, parents, and teachers in a variety of ways:

- He or she meets with students individually and in small groups to assist them with achievement, social relationships, problem solving, and conflict resolution, as well as understanding and responding to thoughts and feelings.
- The counselor may initiate contact with students to assist them with concerns, emotional responses, academic progress, and personal problems.
- In addition, the counselor conducts developmental classroom lessons that conform to the NJ Students Learning Standards.
- The counselor also facilitates a pupil assistance committee.

The counselor will contact parents/guardians to discuss any concerns which are believed to be urgent and necessary. Students may ask to see the counselor directly, or can be referred by their parents, teachers, the principal, the Child Study Team, or any staff member who determines a need exists to support the student.

The child's well-being is at the forefront of the counselor's focus. Confidentiality involving all parties is honored and considered to be of the highest priority. Together with the school and home, guidance services can make a positive difference for the children of our elementary schools.

Board of Education Policies

[5612 Assaults on District BOE Members of Employees](#)

[5613 Removal of Students for Assaults with Weapons Offenses](#)

[5615 Suspected Gang Activity](#)

[8601 Student Supervision After School Dismissal](#)

[8690 Monitoring Devices on School Vehicles](#)