

Parent & Student Information Handbook



A. Russell Knight Elementary School **“TEAM” ARK** **(Together, Everyone, Achieves, More)**

140 Old Carriage Road
Cherry Hill, NJ 08034

Phone: 856-428-0830

FAX: 856-428-0972

Website: <https://sites.google.com/site/arussellknight/>

Measure of Success

You can use most any measure when speaking of success. Some measure by size of their house or the net worth of their portfolio. However, the measure of real success is one you cannot spend...it's the way your child describes you when talking to a friend.

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(856) 428-0830, Fax (856) 428-0972

“We are...A.R.K. Knights!”

TEAM (Together, Everyone, Achieves, More)

Dear Parent(s)/Guardian(s):

It is hard to believe, but the summer has come to an end and a new school year is upon us. I hope that you and your family are well rested and are as excited to get started as I am. For those of you who I have not met in person, my name is Eugene Park, and I have the great honor of serving as Knight's Principal. I look forward to working with you and your children as we embark on our educational journey together as a family of learners.

Our staff and I are fortunate to work with a community that values education and is supportive of A. Russell Knight School and our initiatives. You may rest assured that your children will receive a preeminent education. Your children will have many opportunities to be stretched academically while they build a deep conceptual understanding of content and skills explored throughout their learning experience.

At Knight, we also put great emphasis on culture and character education. As you can see at the top of the page, A. Russell Knight (A.R.K.) Elementary will be placing a major emphasis on “WE” and “TEAM”. We want all members of the community to feel safe, welcome and a part of the Knight family. Please continue to reinforce the concepts of team and family to your children as we join in the exciting endeavor of investing in the future. We believe in developing the hearts and minds of the children we have the privilege to care for. Our partnership will have a single focus...ensuring that our children leave Knight smarter and most importantly, better people.

Sincerely,
Eugene S. Park, Principal

Mission Statement

We at A. Russell Knight are a learning community dedicated to developing and demonstrating the positive values of responsibility, empathy, service, perseverance, effort, citizenship, teamwork, and respect to enable our students to be successful in a constantly changing world.

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Mr. Eugene Park, Principal
Ms. Janis Jones, Secretary to the Principal
Mrs. Amy Hawthorne, School Nurse
Mrs. Michele Karpovich, Administrative Assistant

Grade Level Teaching Faculty

Teacher	Grade Level	Room Number
Mrs. Sioux Xenakis	K AM/PM	K-2
Ms. Leslie Williams & Mr. Vincenzo Angelucci	K PM Resource/K PM	K-1 21 & K-1
Mrs. Emily Sierra	K, 1,2	4
Ms. Linda Patterson	1	2
Mrs. Estelle Sharpe	1	3
Mrs. Christine Mays & Mrs. Sandy Sparber	1	1
Mrs. Carla Sedacca (Teacher in Charge)	2	5
Mr. Alan Kritz & Mrs. Da'Vet Ferguson	2	7
Mrs. Crystal Atkinson	2	8
Mrs. Sarah Guy	3	20
Mrs. Kimberly Redfearn Mrs. Renee Johnson	3	12
Mrs. Melissa Bergstrom	3	13
Mrs. Jada Thurman	3,4,5	8
Mrs. Denise Crafts	4	19
Mrs. Colleen Atchison & Mrs. Susan Bryson	4	18
Mr. Dave Helgeson	4	14
Mrs. Katie White	5	17
Mrs. Andreanna Katsikis & Mrs. Zena Yukna	5	16
Ms. Jodi Rosenfeld	5	15
Mrs. Rachel Glass	Resource	21

Encore Area Teachers

Mrs. Jasmine Vale & Mrs. Rebecca Sanders	World Language
Mrs. Lisa Novelli	Art
Mrs. Lisa Badger	General/Vocal Music
Mr. Joseph Forziati	Instrumental Music
Ms. Lindsay Karp	Physical Education

Guidance Services

Mrs. Jane Rickansrud	Guidance Counselor
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Support Services

Mrs. Leanne Bernosky	LDTC, CST
Mrs. Lisa Davis	Social Worker, CST
Mrs. Tiffany Alvarez	Psychologist, CST
Mrs. Janice Apple & Mrs. Lynda Slimm	Speech Therapist
Mrs. Paula Pennington	Literacy Teacher Coach
Mrs. Mary Sindoni	Librarian

Maintenance Staff

Mr. Jason Buff	Head Custodian
Ms. Rose Maxwell	Night Lead Custodian
Mr. Miguel Torres	Night Custodian

Food Services

Mrs. Heidi Zachornacki	Food Service
Mrs. Denise McWilliams	Food Service

SACC Staff

Demetra Evans	AM SACC
Nicole Gauntt	PM SACC

Para-Professional Staff (Educational Assistants)

Mrs. Michelle Karpovich	Mrs. Fran Stow
Mrs. Katherine Rollin	Ms. Samantha Gariano
Mrs. Denise Lieberman	Mrs. Toni Ann Giampietro
Mrs. Lisa Swanson	Mrs. Ann Gallagher
Ms. Emma Adofo-Mensah	Mrs. Nichole Dilks
Mrs. Louisa Coffin-Tilsner	Ms. Chelsea Monahan



Regular School Hours

GRADE(S)	BEGIN TIME	END TIME
1—5	9:00 AM	3:30 PM
AM Kindergarten	9:00 AM	11:30 AM
PM Kindergarten	1:00 PM	3:30 PM
Lunch	11:55 AM	12:50 PM



Half Day Session School Hours

GRADE(S)	BEGIN TIME	END TIME
1—5	9:00 AM	1:00 PM
AM Kindergarten	9:00 AM	11:30 AM
PM Kindergarten	10:30 PM	1:00 PM

Lunch is available for purchase from our food service on half day sessions



AM Line-Up (Reasonable Weather)

Children **should arrive no earlier than 8:45 A.M.** The children should report to our back play area. Please note that supervision begins at 8:45 AM. There will be designated areas for all grades to help us ensure that adult supervision is present.

Grades K, 1 and 2 will line up at the rear of the building

Grades 3, 4 and 5 will line up at the side of the building

Students will be picked up by teachers at **8:55 AM.** **Parents/Guardians are reminded that they are not allowed in the recess area during morning line-up/afternoon recess.**

AM Line-Up (Inclement Weather)

On days when the weather is unacceptable to have AM Line-Up (extreme weather conditions or below 32° F) students should report to the All Purpose Room (grades 3, 4 & 5) or to their classrooms (grades KG-2) no earlier than **8:45 AM.** In the APR, students should line-up behind their designated classroom area. APR students will be dismissed at 8:55 am.



Student Drop Off or Pick Up

Please be sensitive to the crossing zones when dropping off or picking up your children. Students should be dropped off or picked up on Old Carriage Road. Vehicular drop off should take place after the crosswalk beyond the main entrance of ARK (**please do not drop students off on the wrong side of the street and have them cross in the middle of the street**). You may stop your car to assist your child/children out but **please do not park and leave your vehicle when dropping off students. Please be sure to stop your vehicle “with” the flow of traffic.** A crossing guard is present to assist the children across the road. Safety patrol students are also present to assist. You are asked **NOT** to drive into the marked bus lane (look for the signs and the yellow area along the curb of Old Carriage Road) or faculty parking lot in the morning during student arrivals (8:40—9:15 AM) and in the afternoon during student dismissal times (3:00—4:00 PM). In addition, the marked bus lane must be clear during AM Kindergarten dismissal between 11:00 and 11:45 AM. All students should use the sidewalks around the marked bus lane and faculty parking lot. **Please do not park in the marked bus lane or the faculty parking lot. The buses must have free access to enter and exit school grounds.**



Emergency School Closings and Delayed Openings

District Number is **551**

Website: <http://www.cherryhill.k12nj.us>

Stay on top of the latest information by downloading the Cherry Hill Public Schools app. This free app can be downloaded from the following sources:

iTunes: <https://itunes.apple.com/us/app/cherry-hills-public-schools/id642464274?ls=1&mt=8>

Google Play: <https://play.google.com/store/apps/details?id=net.parentlink.cherryhill>

Mobile Web App: <https://cherryhill.parentlink.net/m>

Plan with your children what to do in the event that school may close early, if the opening of school is delayed, or if school is going to be closed due to inclement weather or other emergencies. School closing or delayed opening information is carried on the Cherry Hill Public Schools website, Comcast Cable channel 19, on KYW Radio (school closing #551), on television channels 29, 3, 6 and 10. In the event that an emergency situation only affects Knight School, the room parents’ telephone chain and the principal’s email system will be used in an attempt to contact all parents. The principal in conjunction with central administration will initiate this process.

In the event of a **delayed school opening (if school is delayed, it is always delayed by two hours):**

1. School hours

GRADE(S)	BEGIN TIME	END TIME
1—5	11:00 AM	3:30 PM
AM Kindergarten	11:00 AM	1:30 AM
PM Kindergarten	1:00 PM	3:30 PM

PM Kindergarten students should report to the main lobby at 1:00 PM and line-up outside their classroom doors.

2. Bus pick up times will begin two hours later than usual (Except for afternoon kindergarten). Students may be dropped off at school **no earlier than 15 minutes before** the day is scheduled to begin.
3. Grades 1 – 5 will eat in the classrooms (1/2 hour lunch).
4. Students may purchase a lunch from our food service on delayed school opening sessions.



Attendance

NJ State Law, Title 18A, Section 38-26 states: “Parents or guardians have the responsibility to have their children in school on days when schools are declared open.” Every child is expected to be in school everyday except for illness, religious holidays and emergencies.



School Absences

Please contact **428-0830** to report if your child is going to be absent from school. If we do not receive a telephone call reporting the absence, the school nurse or an office staff person will call home. If we do not receive a response at home, the parent/guardian will be contacted at work.

Upon returning from an absence from school, please send in a note explaining the reason for the absence. Please contact Amy Hawthorne, School Nurse, if a communicable disease (i.e., chicken pox; Fits disease; Strep throat; etc.) is involved. **Any student absent for five or more days is required to submit a doctor’s note stating the reason for the absence and that the student is ready to return to school.**

Additionally, in the event of an absence, homework assignments may be requested. Please allow teachers enough time to prepare assignments. Generally, assignments will be available to parents after 3:00 PM. The homework will be left on the shelf outside the main office door unless other arrangements are made.



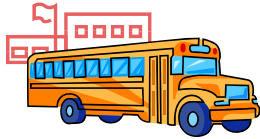
Lateness

Equally important to regular attendance at school is having children arrive at school on a timely basis. Developing punctuality is important in the development of a lifelong habit. Late arrivals cause disruptions in the classrooms and a rushed start to the school day. Any student arriving to school late must report to the main office to be marked as tardy and to receive a pass to class. Habitual lateness will result in home contact by the principal’s office.



Early Dismissals

To be dismissed early, students should bring a note from home requesting the early release. Report directly to the main office to pick up the student, inform the main office personnel of the student's name, his or her teacher's name and sign the early dismissal log. The main office personnel will call the student from the classroom. Please note that we are legally responsible for the safety of your children. We will not release students to anyone but the parent, legal guardian or a person designated on the emergency card. If possible, medical or dental appointments should be made for times other than school hours. **Early dismissals should not be requested after 3:15 PM unless an emergency exists.**



End of School Day Dismissals

Students are dismissed in an orderly fashion. **Walkers** will be dismissed first via a public address announcement. Students should exit the building and proceed directly home. Students that walk home together in groups should meet outside the front entrance of the building. Crossing Old Carriage Road is under the direction of a crossing guard. **Bus students** will be dismissed via a public address announcement by bus number to report to the second grade hallway. Those students are escorted to their respective buses by a safety patrol student under the supervision of the Safety Patrol Advisor.



Visitors/Volunteers

All school doors will be locked during school hours. To gain access to the building, please follow these procedures.

- Proceed to the right side of the main entrance doors
 - Push the door bell/intercom to communicate with our secretarial staff
 - Look up and to your left at the camera so that our secretarial staff can clearly see your face
 - Identify yourself by speaking into the intercom
 - When our staff verifies your identity, they will unlock the middle door to allow you to enter the building
 - Report directly to the main office. The main office is past the all purpose room (APR) on your left in the main lobby.
1. To deliver items: report directly to the main office. Students will be called to the main office to pick up the item(s). Please encourage your children to be responsible by allowing him or her to deal with the consequences of not having the forgotten item, thus, promoting better organizational skills.
 2. To pick up sick children: Report to the main office to pick up your child. Your child will be in the nurse's office adjacent to the main office. Sign out your child in the main office.

3. To speak to a teacher: Parents who wish to speak to a teacher should not go directly to the teacher's classroom. Arrangements for conferences should be made in advance. Please contact the main office to set an appointment. Upon arrival for a scheduled appointment, report to the main office. Teachers will then be notified of your arrival for the meeting.

Students or authorized people in the school building **should not open locked doors** for other people attempting to enter the building. Please direct them to the main entrance, where they will need to push the intercom in order to communicate with our secretarial staff.



Telephone Calls and Cellphones

The school telephones are not available for students' use except for emergencies as determined by the school. Forgetting instruments, notes or assignments are not emergencies. Our goal is to help students develop responsibility for gathering the necessary materials required for school prior to coming to school. Emergencies include forgotten lunches, damaged clothing or wet clothing. Students will not be interrupted in class to receive telephone calls.

In our day and age, it is not uncommon for students to have or have access to a cellphone. If parent(s)/guardian(s) wish to have their child carry a cell phone for emergency purposes, the practice is allowed. However, the **cell phone must be turned off and not used during the school day for phone calls, texting and/or emailing.**

Acceptable Use of Technology Policy: Students are allowed to utilize personal devices as directed by the classroom teacher for the enhancement of the classroom learning experience only.



Emergency Information Forms

The information on the form is vital and should be carefully filled out and updated as changes occur. Each student will have a completed emergency information form on file in the main office and nurse's office. It contains telephone numbers where parent(s)/guardian(s), relatives or close friend may be reached in an emergency. When listing an emergency contact person, please be sure that the person is willing and able to assist when help is required in an emergency situation. Please ensure that all telephone numbers are up to date. Notify the main office to update any information.



Emergency Drills

In an effort to be prepared to respond to an emergency, staff and student participate in five different types of drills during the school year. We will hold **school security drills** twice per month so that students know how to react in the case of an emergency. **Bus evacuation** drills are held twice per year in conjunction with our bus companies so that students know how to exit the bus in an emergency situation. While these drills may be unsettling to the students, please be reminded that knowing how to respond in emergency situations provides a safer environment for your children.



Bicycles

- For safety reasons, it is recommended that **only fourth and fifth grade** students ride bikes to school without supervision. All other students should be supervised with a parent or guardian when riding. Students must walk their bicycles onto and off the school grounds to avoid accidents with walkers.
- **State of NJ Law requires bicycles helmets! (Also for scooter riders).** All riders should have locks to secure their bicycles to the stands on the north side of the building. It is important that riders obey all bicycle safety rules and heed crossing guards and safety patrol.
- **STUDENTS ARE REQUIRED TO LOCK THEIR BICYCLES TO DETER THEFT.**

Walkers

- Please do not at school **before 8:45 am.**
- Walk to your assigned line up areas when you arrive.
- Use sidewalks and obey all safety rules. A crossing guard is present to assist the children across the road. Safety patrol students are also present to assist.
- Walk directly home at the end of school.



Bus Students

The district's goal is to transport students safely to and from school. We ask for your assistance in helping us by reviewing and requesting appropriate behavior at school bus stops and on the school bus with your children. Respecting the bus driver and other students is expected. Continued inappropriate behavior on the school bus can result in the suspension of bus privileges. The following rules apply to school bus transportation:

- **Students MUST wear seat belts as per State of NJ law!**
- Student must remain in their seats until the bus stops and the bus driver directs them to leave.
- Students are not permitted to ride any bus other than the one to which they are assigned.
- Bus students that are not riding the bus to go home must bring a note in from their parent(s)/guardian(s) indicating alternate transportation.
- Walkers are not permitted to ride buses.
- No playing ball at the bus stop. No throwing snowballs at the bus stop.
- Please clear snow from your bus stop so children are not in the street.
- Mr. Park's "Big 3" bus rules. If you follow these three basic rules, you will be a good bus citizen! 1. Stay seated with your seat belt on. 2. Keep your hands and feet to yourself. 3. Keep your voice quiet.



Health Office

Mrs. Amy Hawthorne our school nurse handles a variety of student medical issues each days as well as maintaining medical records on each student. Should you have any specific medical or health concerns you may contact her via our main telephone number at (856) 428-0830 or you may call her at (856) 424-7228 her direct telephone number. You may email her at ahawthorne@chclc.org.

Illness

If a student becomes ill during the school day, he or she will be given immediate attention. You will be notified if your child is too ill to return to class and must be sent home. Please ensure that all telephone numbers to contact you are up to date. Please be reminded that sick children should not be sent to school. It is necessary for the well being of children that following an illness, they should not return to school until their temperature is normal for twenty-four (24) hours and other symptoms have subsided.

Imptetigo: Students may return 24 hours after treatment is started. Lesions must be covered.

Ring Worm/Fungal Infections: Students may return after treatment is started with legions or infected area covered.

Strep Throat: Students may return a minimum of 24 hours after medication was begun.

Medication

Students are not permitted to bring any kind of medication to school or to self-administer any type of medication. Our school nurse handles a variety of student medical issues while maintaining updated medical records on each student. Parents/Guardians must contact our nurse directly if your child needs to take medication during school hours. Please contact Amy Hawthorne at 856-428-0830 or email her at ahawthorne@chclc.org. The following directions must be adhered to before medication can be given to any children:

- All medication is stored in the nurse's office
- All medication is dispensed by our nurse, students may not carry or give themselves any medication.
- All prescription medication must be clearly labeled with pharmacy label including directions and name
- All over the counter medication must have complete doctor's order and be in its original container (not a baggie or envelope)
- All medication must be accompanied by a doctor's order
- All medication must be accompanied with a note from the parent/guardian requesting that medication be given

Thank you for your cooperation in adhering to these guidelines. If you have any questions, please call our school nurse.

Policy on Pedicosis (Head Lice)

Students will be excluded from school only if live lice are found, or if five or more nits (egg casings) are found within ¼” of the scalp. Students will be readmitted to school after the hair is treated and checked by the school nurse for nits. (See nurse for details). Please treat your child accordingly to doctor’s directions and notify the school nurse so she can monitor other students. The school nurse can administer the medication with a doctor’s order and a written parental consent note. The medication must be in its original container.

Scoliosis Screening

Postural screening for 4th & 5th grade students will be conducted by the school nurse in her office sometime between December and March, in accordance with New Jersey State Law 18A:40-4.3. The purpose of postural screenings is to detect signs of spinal curvature at its earliest stages, so that the need for treatment can be determined.

Scoliosis – the most common spinal abnormality – is a side curve of the spine. It is usually detected in childhood or early adolescence. Most cases of spinal curvature are mild, requiring only ongoing observation by a physician once the diagnosis has been made. Mild curvatures are often noticeable only to those trained to detect spinal abnormalities. Some curvatures, however, may become progressively more severe as the child continues to grow. Early treatment can prevent the development of a severe deformity that can later affect the health and appearance of the child.

Scoliosis screening is a simple process. The school nurse will look at each child’s back while he/she stands and bends forward. Boys and girls will be seen separately and individually. Boys will be asked to remove their shirts. Girls will be asked to remove their blouses and wear halter tops, swim suit tops, or bras. Body suits and one-piece swim suits are *not* acceptable because the child’s entire back must be visible to the examiner during the screening process. In addition, students will be asked to remove their shoes or sneakers.

Parents will be notified only if a medical follow-up is necessary for their child. This screening does not replace the need for regular health care checkups for your children.

If you do not want your child to have a postural screening in school, please notify the school nurse in writing.



Family Life Education

The Cherry Hill Public School District has developed a Family Life curriculum as required by the State of NJ. A copy of the curriculum is available for your examination through the nurse’s office. “any child whose parents or guardian presents to the school principal a signed statement that any part of the instruction, in family life education is in conflict with his conscience, or sincerely held moral or religious beliefs, shall be excused from that portion of the course where such instruction is being given and no penalties as to credit of graduation shall result there from.” (NJSA 18:35.4.7)

Should you have any questions regarding the curriculum or the excuse policy, please contact Mrs. Amy Hawthorne, School Nurse at (856) 428-0830 or email her at ahawthorne@chclc.org.



Teams and Specialists

- Guidance: Our guidance counselor, Mrs. Jane Rickansrud is involved in various aspects of the students' program. The Elementary School Counseling Program is structured to focus on two aspects of a child's development: Character Education and the ability to resolve conflicts. In the primary grades, counselors work with students to show them how to build and develop relationships. In the upper grades, counselors work to help students develop self-image, to resolve conflicts with others and to handle pressures. Counselors may assist with classroom assignment and organization skills when necessary. Finally, classroom instruction is provided in select areas of study. You may contact Mrs. Rickansrud at our main telephone number, (856) 428-0830 or email her at hrickansrud@chclc.org.
- Child Study Team (CST): The CST consists of a learning disability teacher consultant, a psychologist and a social worker. The team meets at least once per month to discuss referrals from teachers. Parental permission and involvement is required before, during and after all formal referrals to ensure that the most effective program can be developed and implemented for the student. Various members of the school staff may be participants in these meetings. Mrs. Leanne Bernosky, Learning Disability Teacher Consultant is Knight School's CST Case Manager. She may be contacted at (856) 428-0830 or email her at lbernosky@chclc.org.
- Literacy Teacher Coach: Our literacy teacher coach, Ms. Paula Pennington, provides professional development opportunities for the school community and also assists classroom teachers with program implementation to enhance student learning. Ms. Pennington's area expertise is language literacy. She is a certified reading specialist. You may contact Ms. Pennington at (856) 428-0830 or email her at ppennington@chclc.org.
- Math Coach: Our Math Coach, Mr. Pat McHenry provides professional development opportunities for the school community in the area of mathematics and also assists classroom teachers with program implementation to enhance student learning. You may contact him at pmchenry@chclc.org.
- Intervention & Referral Services (I&RS): The I&RS Team offers teachers an opportunity to draw upon the expertise of various members of our educational community. The team meets once per month and consists of the principal, the guidance counselor, the Child Study Team Case Manager, a primary grade teacher, an upper elementary teacher, the school nurse, the LTC and other specialized staff that may be able to assist students in their academic, emotional, social or behavioral growth. Strategies are determined to enable students to be more successful in school. **Parents are notified in advance; however, this is not a Child Study Team evaluation and will not result in the classification of students.** Should you have any questions regarding I&RS, contact Mr. Park, Principal at (856) 428-0830 or email him at epark@chclc.org or Mrs. Jane Rickansrud, guidance counselor at (856) 428-0830 or email her at hrickansrud@chclc.org.
- Speech and Language Teachers: Our Speech and Language Teachers are Mrs. Janice Apple and Mrs. Lynda Slimm. They work with students who demonstrate significant difficulties in

communication skills. You may contact Mrs. Apple at our main telephone number, (856) 428-0830 or email her at janice.apple.slp@gmail.com. You can contact Mrs. Slimm at (856) 428-0830 or email her at lslimm@chclc.org.

- Special Area Teachers (Art, Library, Music, Physical Education, and Spanish): In order to provide a well-rounded educational experience for students in grades one through five, special area teachers provide learning opportunities on a weekly basis. Often these teachers collaborate with classroom teachers and/or support building goals as they teach the students. Library meets once each week to select books and to also learn how to use the media center and information technology skills. The library is considered the hub of our school and is available for student use in its open format. Students attend physical education twice per week. In PE, the students focus on wellness and life long skills that develop and maintain a healthy lifestyle. Art & music and Spanish allow students opportunities to develop their abilities in visual and performing arts and a world language. Students are provided many challenges in these academic area as well as opportunities for performance and personal growth.
- Gifted & Talented education: One of the missions of the Cherry Hill School District is to address the unique needs of gifted children and provide a risk-free environment with their peers that will encourage intellectual exploration, problem solving strategies, creative thinking and an open exchange of ideas through a thematic approach. This year gifted & talented instruction will be provided to select students in the 3rd, 4th and 5th grades during the Intervention/Enrichment (I/E) periods.



Chorus

The Knight School Chorus, under the supervision of the vocal music teacher, includes all 5th grade students. The group practices once per week throughout the school year and provides musical performance assemblies for the students and staff of A. Russell Knight, as well as evening shows for family and friends. Select vocalists may also be recommended for participation in the All-Cherry Hill Elementary Chorus. If you have any questions about the chorus please contact Mrs. Lisa Badger at 428-0830 or by e-mail: lbadger@chclc.org.



Instrumental Music

Instrumental music lessons are available to interested students in the 4th and 5th grades. Average musical aptitude and the desire to learn are the only requirements for the program. Instruments may be rented for a nominal fee. Group lessons and band or orchestra rehearsal take place each week. Outstanding performers may be recommended for participation in the All-Cherry Hill Band, All-Cherry Hill Orchestra or the All South Jersey Band. If you have any questions about instrumental music please contact Mr. Forziati at 428-0830 or by e-mail: jforziati@chclc.org.

Standards Based Report Cards

Student profiles (report cards) are issued a week after the close of each marking period. There are 3 marking periods. You may contact your child's teacher anytime during the school year regarding his/her progress. Cooperative effort and support between home and school are necessary to ensure your child's success. The following student profile keys will be used to communicate your child's progress:

Your child's academic performance will be reported through performance indicators. Performance indicators are "learning progressions" that allow teachers to locate students' current status on a learning continuum along which they are expected to progress. Academic performance (product) will be indicated by numbers with corresponding labels to describe academic achievement.

4	Indicates an extended understanding and application of the skills included in the grade level Common Core Standards for the current reporting period.
3	Indicates an expected understanding and demonstration of the skills included in the grade level Common Core Standards for the current reporting period.
2	Indicates a developing understanding and demonstration of the skills included in grade level Common Core Standards for the current reporting period.
1	Indicates a minimal understanding and demonstration of the skills included in the grade level Common Core Standards for the current reporting period.
ID	Indicates insufficient data. No grade is recorded. Students who have prolonged absences or students who enter the school a short time before distribution of the report card may receive this indicator.
NA	Indicates that the standard was not assessed. Students will receive this indicator when the specific standard is not addressed in that marking period because of the timing of the implementation of the curriculum.
MC	Indicates modified curriculum. Teachers may modify curriculum to meet the specific needs of students who are entitled to special services through an Individualized Educational Plan (IEP).

Additional reporting will occur through your child's performance based on process goals. Process goals are assessed through your child's learning activities and classroom behavior. Process goals consider how students behave while they are learning. Process performance will be indicated by symbols in the targeted areas of class participation, classwork completion, homework completion, effort, organization, self-management of learning, problem solving, conflict resolution, following directions, respect, and cooperation. These process indicators will also be applied for encore reporting.

+ (plus)	Exemplary behavior
√ (check)	Expected behavior
- (minus)	Working toward expected behavior
NI	Needs improvement

Supporting documents in the form of rubrics/scales (a set of criteria used to assess a student's performance) will be available to provide greater detail. The rubrics/scales may be accessed through web links that will be clearly listed on the report card. Hard copies are available in the main office of each school. Listed below is an example.

	+ (plus)	√ (check)	- (minus)	NI
Following directions	The student independently and consistently follows oral and written directions from the teacher.	The student follows oral and written directions from the teacher with few reminders.	The student follows oral and written directions from the teacher with multiple reminders.	The student does not follow oral and written directions from the teacher.

Additional information regarding elementary report cards can be found on the district website via this link: <https://www.cherryhill.k12.nj.us/curriculum/essbrc/>



Breakfast and Lunch Programs

Breakfast will be available daily from 8:30 a.m. to 8:55 AM in the All Purpose Room. Students arriving on buses will be able to get their breakfast and eat it in a designated location. Walkers and students receiving rides to school must be at school on time to participate in school breakfast. Breakfast consists of an entrée, fruit or juice and milk. Students that are eligible for a free or reduced cost lunch are also eligible for a free or reduced cost breakfast.

Our current lunch prices are:

Breakfast:	\$1.60/reduced breakfast \$.30
Student Lunch:	\$2.60/reduced lunch \$.40
Milk:	.75 (1% white, strawberry, and chocolate)

Generally, our **lunch/recess time** is 11:55 – 12:55 P.M. The children have approximately 25 minutes to eat and approximately 25 minutes for recess. The exact time each grade level has lunch may change from year to year. All lunches are held in our All Purpose Room unless otherwise directed to their classrooms. Lunch is supervised by assigned our educational assistants and the Principal.

A complete lunch includes one entrée, two servings of fruits/and or vegetables or milk. Various snacks and a la carte items are available on a daily basis and are not part of the lunch fee. Students may bring their own lunch to school if they wish. If your child brings a bagged lunch, please make sure it is nutritious. Please **do not pack any glass containers, soda, sharp eating utensils, or any knives** in their lunch containers. Cherry Hill supports the NJ Sustainable School Initiative, so we encourage you to pack your child's lunch in reusable containers

Free/Reduced Lunch Information

If your child received free or reduced price lunches/breakfast last year, this will automatically continue during the month of September until the new forms are processed. Everyone must apply **yearly** or free or reduced lunch. **Applications must be received by the Food Service Department by October 1st.**

Computerized Debit Point-of-Sale (POS) System

The POS debit system allows parent(s)/guardian(s) to prepay for your child's breakfast, lunch and/or a la carte purchases by cash or check, for a week, a month or even a year. Your payment will be deposited into your child's debit account and all purchases will be deducted from this account when his or her personalized PIN number is used.

The debit system decreases the need for students to make daily cash payments, thus increasing the speed and flow of the lunch lines. Please note that if your child receives a free or reduced price breakfast or lunch, the system provides complete confidentiality using their PIN number. When your child buys breakfast or lunch on a regular basis, infrequently or simply makes a la carte purchases, the system can be used. The POS system will allow student to charge a meal if lunch money is forgotten. Cash purchases outside of the debit system are allowed. **Most importantly, if for any reason your child forgets his or her lunch or lunch money, a lunch will be provided that can be paid for at a later date.** Lunch

services are provided on half-day sessions. For further or more detailed information, please contact Aramark, our food service provider at (856) 424-2316.

For food services information you may utilize this link:

http://www.schoolish.com/en-US/SSSMA/Cherry_Hill_PS/Elementary%20Schools/mealprogramsandmenus/



Field Trips

Field trips are planned to enrich or to enhance the programs presented in the classrooms. Generally, each grade level plans one trip per year. Parent(s)/guardian(s) are notified in advance and are asked to contribute towards admission and/or the cost of the bus. A specified number of parent volunteers are recruited by the classroom teacher or head room parent. Each volunteer is needed to accompany the class on the bus and to fulfill specific responsibilities for student safety and supervision. **Only designated parent chaperones, without younger siblings are to attend the class trip. All students must ride the bus to and from field trip destinations.** If your child requires medication or has specific medical needs, please contact Mrs. Amy Hawthorne, School Nurse at (856) 428-0830 or email her at ahawthorne@chclc.org. Teachers may not administer medications.

Allergies and Nut Free Classrooms

Because we have so many students with life threatening nut allergies, and because our students switch classes at different times during the day, we have made all of our classrooms “Nut Free” to protect those with allergies.

We ask that you not send any nuts, nut products or foods containing nuts in for your child’s daily snack – as this is eaten in the classroom. Students MAY HAVE NUTS OR NUT PRODUCTS for lunch. **There are designated areas where nut products can be consumed.**

In the event we need students to eat lunch in their classrooms, we ask that students who have food with peanut butter or any nuts come to a specified room to eat their lunch. In this way, we can make sure that the one room where they eat nut products is thoroughly cleaned, and not have to clean each and every classroom of residue from nut products.

If your child has a life threatening allergy, you must notify the school nurse and their teacher. You will need to provide permission from your physician for epinephrine, as well as the Epi-pen. We also train a non-licensed delegate for each student with epinephrine ordered who can administer it in the absence of the school nurse. This is in accordance with NJ law. If you have any questions or concerns please contact Mrs. Hawthorne at 856-428-0830 or email her at ahawthorne@chclc.org.



School /Home Communication

Parent/guardian and school communication is vital to the educational success and experience of your child. Together we form a team, which focuses on your child's academic, social, emotional and behavioral growth. You are invited to contact your child's teacher or any other staff members should you have any questions or concerns. Teachers may be emailed using their first initial, last name @chclc.org (dsmith@chclc.org). You may email Mr. Eugene Park, Principal at epark@chclc.org or telephone (856) 428-0830. Additionally, school/home communication takes place through the following ways:

- Scheduled parent/teacher/student conferences
- Progress reports
- Student profile reports (report cards)
- The monthly newsletter—"Knightlines"
- Notes in student planners
- Telephone calls
- Email messages
- The Knight School website at <https://sites.google.com/site/arussellknight/>
- The Cherry Hill Public School District website at <http://www.cherryhill.k12.nj.us/>
- Staff e-Boards
- Postings on the main entrance doors and throughout the building
- PTA meetings
- Other types of school and district presented informational programs
- Letters
- Informational Packets



Lost and Found

All unclaimed articles found in school or on the school grounds are stored in the "lost and found" box located at the front entrance of the APR. Unclaimed clothing items are hung on a clothes rack in the same location. Money, eyeglasses, keys, jewelry and other small items are held in the main office. Whenever possible, **please label all jackets, backpacks, lunch bags and any other personal items!** It is recommended that students do not bring valuables or irreplaceable items to school. The school cannot be responsible for items that are lost, damaged or otherwise missing.



Parties

Throughout the school year, classes have opportunities to celebrate various occasions. However, class parties are limited to the following events:

- Halloween parade and parties
- December holiday parties
- End-of-year/June picnics

These celebrations are planned and attended by the designated room parents of each classroom. Teachers also allow students to bring in valentines for each member of the class on Valentine's Day and often a treat is provided by the room parents. Birthdays are normally acknowledged in the classroom, however, formal birthday parties are not held. Parent(s)/guardian(s) may bring in a treat for the entire class for their child's birthday. **To avoid hurt feelings, invitations to private parties should not be distributed in school. NOTE: there are two designated room parents per classroom.**



Student Dress

At Knight School, it is our aim as educators to help in establishing and maintaining high expectations and standards in all areas including the area of student dress. Acceptable and appropriate dress is often dictated by personal and community standards and tastes. Also, current fashion trends often influence the particular clothes that children wear. The most sensible guideline for parent(s)/guardian(s) to employ is that your child should always be neat, clean and dressed appropriately for the school setting and the weather conditions. **Any type of clothing that is extreme or distracting should be considered inappropriate.**

Parent(s)/guardian(s) should advise their children that certain clothing is in poor taste for the school setting. **If there is any question in your mind about a particular type of clothing, more than likely it should not be worn to school.**

On days that your child has physical education (PE), please have him or her wear clothing that can be easily cared for if soiled during PE class. Appropriate gym shoes should be worn.

Finally, hats, caps and bandannas are not to be worn in the building. They may be worn to and from school and during recess. **For safety purposes, open back sandals and flip flops are not allowed.** In our experience, far too many students have been injured wearing these types of footwear while running on the playground, climbing the playground equipment, climbing stairs and entering and exiting buses.



Items Not Permitted in School

Students in Knight School are NOT allowed to bring the following items to school:

- Electronic games, radios, CD players, MP3 players, and headphones
- Wheelie sneakers with the wheels inserted during the school day and at other school activities
- Dangerous items such as razors, pen knives, matches, sharp/pointy object, can openers, etc.
- Items that are brought to school for the purpose of selling them to teachers and other students.
- Trading or game cards of any type (i.e. Pokémon cards, silly bands)
- Scooters, skateboards or any motorized vehicle
- Any other items that common sense would deem as inappropriate in school

Football, basketballs and soccer balls may be brought to school to be used during recess. However, the use of these balls during other parts of the school day including AM line-up is strictly forbidden. The student's name should be clearly written in large letters in permanent marker on any balls brought to school.



Discipline Policy

The goal of Knight School's disciplinary measures is to develop individual self-control and to allow every student an optimal educational setting free of distractions. Students should feel comfortable coming to school! Students do not have the right to interfere with the academic, social and emotional growth of other students. All rules and regulations are developed and enforced with these thoughts in mind. School rules apply on school grounds, going to and coming from school, during school sponsored evening activities, during field trips and on buses.

At Knight School, we promote four key growth areas for our students:

- Growing to be more respectful
- Growing to be more responsible
- Growing to be more resilient
- Growing to be better citizens

Finally, teachers have the authority and responsibility to maintain discipline in the classroom that is consistent with district and school policies. Classroom rules and procedures are established, announced, reinforced and maintained throughout the school year. Habitual or serious disciplinary issues will be referred to the principal's office. In such cases, appropriate actions, in conjunction with the student's parent(s)/guardian(s) will be taken. In general, if the principal speaks to a student for any type of behavioral situation, the parent(s)/guardian(s) will be contacted via a telephone call. More serious issues may result in a required parent meeting at school with the principal as well as other sanctions.

Our district-wide Elementary School Code of Conduct can be reviewed at the following link:

<http://www.cherryhill.k12.nj.us/news/conduct/ES%20FINAL%20Code%20of%20Conduct%202012.2013.pdf>



Parent—Teacher Association (PTA)

Knights School enjoys the benefits and advantages of an active and positive PTA. The organization sponsors many interesting and worthwhile activities and programs throughout the school year. The PTA often represents the community in providing input towards our school program. The advice, opinions and general support are an invaluable asset to our school. All parents and guardians are encouraged to become active members of the PTA. A membership drive is held at the beginning of the school year.



Press Releases

Throughout the school year, our students are involved in activities and projects that may be news worthy. We enjoy when our students receive the recognition that they deserve. In turn, the recognition may take place through the publication of student pictures and their names in one of the local newspapers, on television or on recorded videos. Every year the district will be sending home a media permission form that will include a variety of choices for you to consider. Please make sure to fill this form out and return it to the main office through your child's teacher. If you have any questions, please contact the Principal to discuss your concerns.



Recess

Students will have approximately twenty-five (25) minutes of recess on a daily basis. Most often, recess is held outside on the playground in the rear/side of the school building; therefore, students should dress in accordance with the weather. Educational assistants provide the supervision and monitor student behavior. Also, the principal is often present to assist. Please encourage your children to respect the adults in charge of supervision and to respect their fellow students. They should remember to treat other students like they would like to be treated. During times of inclement weather, indoor recess is held in classrooms. Appropriate indoor games and activities are provided under full educational assistant supervision.

NO BULLYING, NO ROUGH PLAY AND NO HARRASSING!



Bathrooms/Lavatories

All students have the right to use clean, safe, and private toilet facilities. Therefore, students must adhere to the following guidelines:

- Flush toilets, flush urinals, wash hands, and throw away used paper in the trash cans
- Wipe up spilled water from the floor in the sink areas so that no one slips
- Respect the privacy of other students by not peeking into stalls
- Respect the facilities by not hanging on doors or climbing on sinks or toilets
- Refrain from loitering
- Refrain from bringing any writing instruments into the restroom, writing or marking on any walls or other surfaces
- Refrain from throwing wet paper towels at the ceiling or walls

Cleanliness and neatness are most important!



Safety Patrol

The Safety Patrol is made up of students under the direction of Mr. Alan Kritz, second grade teacher. The safety patrol assist adults in maintaining safe and orderly procedures for students going to and from school, on buses, for Kindergarten students and in the corridors during dismissal. Please encourage your children to following their direction and to cooperate with them.



Affirmative Action and Section 504 of the Rehabilitation Act of 1973

The Affirmative Action Officer for A. Russell Knight Elementary School is **Mrs. Amy Hawthorne**. She may be contacted at (856) 428-0830 or emailed at ahawthorne@chclc.org.

Inquiries regarding compliance may be directed to:

Mrs. LaCoyya Weathington

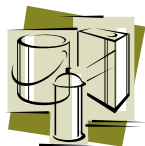
District Affirmative Action Officer
Central Administration – Malberg Building
45 Ranoldo Terrace
Cherry Hill, N.J. 08034
(856) 429-5600

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 program and activities. Inquires regarding compliance may be directed to:

The 504 Officer for A. Russell Knight Elementary School is **Mrs. Jane Rickansrud**, school guidance counselor. She may be contacted at (856)428-0830 or emailed at hrickansrud@chclc.org.

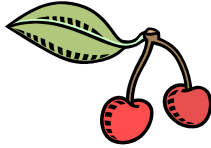
Ms. Rebecca Metzger

District 504 Officer
Central Administration – Malberg Building
45 Ranoldo Terrace
Cherry Hill, N.J. 08034
(856) 429-5600



Right to Know

As required by Act L. 1983, C315, NJSA 34:5A-1 et seq., guidelines have been established to identify and monitor any hazardous substances in the workplace. Any questions regarding the Worker and Community Right to Know Act may be directed to Mr. Park at 609-428-0830 or epark@chclc.org.



Cherry Hill School District

A. Russell Knight Elementary School



Cherry Hill Public Schools' Board of Education Policies and Procedures can be accessed at the district website: <http://www.cherryhill.k12.nj.us/>

1. At the top left side of the opening page click on “**Our District**”
2. Click on “**Policy and Procedures**”

More specifically, please refer to the following policies:

- Policy 2224—Equal Opportunity/Non-discrimination/Harassment
- Policy GAEA—Sexual Harassment of Employee/Students
- Policy 4111.3/4211.3—Employment Protection—Whistleblower Act
- Policy 3517—Electronic Surveillance
- Policy 6142.12—Acceptable Use of the Internet
- Policy 6141.2—The Use of Cultural, Ethnic, or Religious Themes in our Educational Program
- Policy 5131—Conduct and Discipline
- Procedure D-8: Substance Abuse
- Procedure S-12: Suicide Behaviors
- Policy 5145.1—Student Surveys and School-Based Research
- Annual Notification of Rights Under The Protection of Pupil Rights Amendment (PPRA)