

WE ARE ALL RESPONSIBLE.
Everything we do and don't do makes a difference.

HORACE MANN



**Parent/Student Handbook
2015-2016**

Horace Mann Elementary School

150 Walt Whitman Boulevard

Cherry Hill, NJ 08003

856-428-1144

<http://mann.cherryhill.k12.nj.us>

Remind: @mannco

Twitter: HoraceMannES

Horace Mann School is a nurturing learning community which offers a challenging academic program, instills character, and fosters lifelong learning in order to develop the whole child.



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Dear Horace Mann Families,

Welcome to a new school year! I am excited about the upcoming school year and hope that you, too, are looking forward to a great year of learning.

Your support, your child's effort, and the academic and emotional knowledge of the Mann teachers create a synergy that will drive learning to ensure each and every child is successful. At Mann, we continue to focus on developing the whole child by providing all students with a variety of opportunities to develop academically, socially, and emotionally. My goal will be to continue to provide the vision and support necessary to ensure success throughout this year and into the future.

As the Principal, I am looking forward to seeing each of your children and developing meaningful relationships with all of the Mann families. I hope to see you throughout the year at various Mann events as they truly connect this community. I urge you to stay in contact with me and your child's teachers via e-mail, telephone calls, conferences, e-boards, and the Mann website. I firmly believe that by working together, we hold the key to a successful school year!

Sincerely,

Dr. Shilpa Dalal

Principal



2015-2016 Classroom Teachers

| Name | Position |
|--------------------------|--|
| Dr. Shilpa Dalal | Principal |
| Ms. Teri Hill | Secretary |
| Ms. Stacey Hollander | Nurse |
| Mr. Clifton Johnson | Head Custodian |
| Mrs. Ana Delgado-Mobley | K AM/PM |
| Mrs. Kristina Murphy | 1 |
| Mrs. June Stagliano | 1 |
| Mrs. Sarah Boone | 2 |
| Ms. Kimberly McAllister | 2 |
| Mrs. Joanna Stabile | 2 |
| Ms. Melina Espaillat | 3 |
| Mrs. Megan Manns | 3 |
| Mr. Christopher Willey | 3 |
| Ms. Heather Hayes | 4 |
| Mrs. Emily Murray | 4 |
| Mrs. Kim Hall | 5 |
| Mrs. Wendy Wong-Hughes | 5 |
| Mr. Greg Bristow | Resource |
| Mrs. Dianna Morris | Resource |
| Ms. Barbara Clarke | Resource |
| Ms. Amanda Aslanian | Autistic Support |
| Ms. Katie Collins | Autistic Support |
| Ms. Kathryn Cuartas | Autistic Support |
| Mr. Justin Meyers | Autistic Support |
| Mrs. Allison Radetich | Autistic Support |
| Mrs. Kristine Williamson | Autistic Support |
| Ms. Maura Abate | Guidance |
| Mrs. Diane Oesau | Librarian |
| Mrs. Angelina Phelan | Child Study Team Member |
| Ms. Jackie Kamison | Supplemental Support Instructor (SSI) |
| Ms. Maria Medina | Spanish |
| Mr. Joseph Meola | Art |
| Ms. Lisa Novelli | |
| Mrs. Trudi Figueroa | Literacy Teacher Coach |
| Mrs. Kimberly Blinsinger | General/Vocal Music |
| Mr. Ed DePalma | Instrumental Music |
| Mr. Tim Dempster | Physical Education |
| Mrs. Suzanne Vender | Speech & Language |
| Ms. Melissa Graham | |



Horace Mann Elementary

2015-2016

WE ARE ALL RESPONSIBLE

Everything we do and everything we don't do makes a difference.



JUNE: Celebrating US!

MAY: Be Curious & Full of Zest

APRIL: Show Grit & Perseverance

MARCH: Be a Team Player

FEBRUARY: Be Resilient

JANUARY: Be Optimistic

DECEMBER: Be Confident

NOVEMBER: Be Flexible

OCTOBER: Be Respectful & Show Self-Control

SEPTEMBER: Celebrating You & Me! We are Bucket Fillers!



Character Education & Sustainability – Making Stronger Connections for Learning

Our goal for 2015-2016 is to look at our monthly character education traits through the lens of sustainability. In addition to the learning that takes place in their classrooms, a whole school assembly will take place each month that focuses on teaching our students about the specific character education traits and how they can make a difference in making the world a better place. Our goal is to help our students learn the importance of leaving the world better than they found it, not taking more than they need, and trying not to harm the environment.

By helping our students understand that **we are all responsible**, we can teach them that everything we do and everything we don't do makes a difference.



Regular School Hours

| GRADE(S) | ARRIVAL | DISMISSAL |
|-----------------|---------|-----------|
| 1—5 | 9:00 AM | 3:30 PM |
| AM Kindergarten | 9:00 AM | 11:30 AM |
| PM Kindergarten | 1:00 PM | 3:30 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: Outdoor

Students should report to the rear of the building no earlier than 8:45 AM. Please note that supervision begins at 8:45 AM. Students will be dismissed to their classrooms at approximately **8:55 AM**. *Parents/Guardians are reminded that they are not allowed to enter the building during arrival without checking into the main office.*

AM Line-Up: Indoor (Inclement Weather)

On days with inclement weather, students should report to their classrooms no earlier than **8:45 AM**. Supervision in the hallways and in the classrooms begins at 8:40am.

Student Drop Off or Pick Up

Please be sensitive to the crosswalk and the bus drop off area when dropping off or picking up your children. A crossing guard is present to assist the children when crossing the road. Safety patrol students are also present to assist. Please do NOT stop in the marked bus lane (look for the signs and the yellow area along the curb) or faculty parking lot during arrival (8:40—9:15 AM) and dismissal times (3:20—4:00 PM).

Emergency School Closings and Delayed Openings

District Number is 551 Website: <http://www.cherryhill.k12nj.us>

School closing or delayed opening information is available on the Cherry Hill Public Schools website, Comcast Cable channel 19, on KYW Radio (school closing #551), and on television.

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

Horace Mann School is a nurturing learning community which offers a challenging academic program, instills character, and fosters lifelong learning in order to develop the whole child.



1. School hours

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

PM Kindergarten students should report to the main lobby at 1:00 PM. Bus pick up times will begin two hours later than usual. Students may be dropped off at school no earlier than 15 minutes before the day is scheduled to begin.

Attendance & School Absences

Every child is expected to be in school everyday except for illness, religious holidays and emergencies.

If your child is going to be absent, please inform the school by contacting **428-1144**. If we do not receive a call reporting the absence, an office staff person will call home.

Please note that 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.

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 our students to miss critical learning time and causes disruptions in the classrooms. Any student arriving late must report to the main office to sign in.

Early Dismissals

To be dismissed early, students should bring a note from home requesting the early release. Parents/guardians should 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. Please bring identification with you at all times.

End of School Day Dismissals

Students are dismissed in an orderly fashion. **Walkers** and **SACC** students will be dismissed first via a public address announcement. Students should exit the building and proceed directly home.



Students crossing Walk Whitman Blvd must cross at the crosswalk, under the supervision of the crossing guard. **Bus students** will be dismissed by bus number as the buses arrive.

Visitors/Volunteers

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

- During school hours, ONLY the main entrance should be used to enter the school
 - Push the doorbell/intercom to communicate with our secretarial staff
 - Look up at the camera so that our secretarial staff can clearly see your face
 - Identify yourself by speaking into the intercom – Stating your name and purpose
 - When our staff verifies your identity, they will unlock the door to allow you to enter the building
 - Report directly to the main office
1. To deliver items, please report directly to the main office. Students will be called to the main office to pick up the item(s).
 2. To pick up a sick child: Please report to the main office and sign out your child. He/she will be in the nurse's office, adjacent to the main office.
 3. To speak to a teacher: Communication with teachers is available through email, voicemail, and conferences. Arrangements for conferences should be made in advance. Please contact the main office to set an appointment or schedule. Upon arrival for a scheduled appointment, report to the main office. Teachers will be notified of your arrival for the meeting.

Students or authorized individuals in the school building **should not open locked doors** for anyone attempting to enter the building. Please direct them to the main entrance.

Telephone Calls and Cellular Telephones

The school telephones are not available for students' use except for emergencies as determined by the school. Our goal is to help students develop responsibility for gathering the necessary materials required for school prior to coming to school. Please work with your child to develop a system that will help minimize calls for forgotten instruments, notes, or assignments. Students will be allowed to call for forgotten lunches and damaged/wet clothing.

If a child carries a cell phone for emergency purposes, please note that cell phones must be turned off and not used during the entire school day. If there is an emergency and you need to reach your child, please call the main office.



Emergency Information Forms

The information on the emergency contact form is vital and should be carefully filled out and updated as changes occur. Each student should have a completed emergency information form on file in the main office and nurse's office. 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.

Emergency Drills

In an effort to be prepared to respond to an emergency, staff and student participate in various types of drills during the school year. **School security drills** occur twice per month so that students know how to react, in case of 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.

Bicycles

Bicycles helmets are required by NJ Law. All riders should have locks to secure their bicycles to the bike stands in front of the building. It is important that riders obey all bicycle safety rules and heed crossing guards and safety patrol.

Bus Students

The district's goal is to transport students safely to and from school. Please review appropriate behavior with your child. Respecting the bus driver and other students is expected of all Mann students. Continued inappropriate behavior on the school bus can result in the suspension of bus privileges. The following rules apply to school bus transportation:

- Student must remain in their seats until the bus stops and the bus driver directs them to leave
- Bus riders must ride only their assigned bus
- 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 allowed to ride buses
- Students **MUST** wear seat belts as per NJ state law!



Health Office

Ms. Stacey Hollander, our school nurse, handles a variety of student medical issues, maintains medical records on each student, and teaches important health lessons to our students. Should you have any specific medical or health concerns, please contact her via our main telephone number at (856) 428-1144 or email her at shollander@chclc.org.

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 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 without medication and other symptoms have subsided.

Students are not to bring any kind of medication to school or to self-administer any type of medication. If a child is required to take medication during the school day, the medication must be prescribed by a physician and the administration must be arranged by the parent/guardian through the nurse's office. The physician's written order must include the diagnosis, the name of the medication, the dosage, the date, and the time(s) of the day to be administered. All medications and prescriptions are to be brought in their original containers to the nurse's office and stored in the nurse's office.

Allergies and Nut / Free Classrooms

With the growing number of allergies in our school, we have minimized the times when food is allowed in our classrooms to ensure the safety of our students. **We ask that you avoid sending any edible treats throughout the year.** Further details regarding food in the classrooms will be shared from the nurse's office. If you would like to celebrate your child's birthday in school, please consider donating a book to the classroom library in your child's name or send in non-edible treats that can be shared with the students in class.

If your child has a life threatening allergy, please notify the school nurse immediately.

Permission from your physician is required for epinephrine, as well as the Epi-pen. We also train non-licensed delegates for each student with epinephrine 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 Ms. Hollander at shollander@chclc.org.

Teams and Specialists

- **Guidance:** Our school counselor, Mrs. Maura Abate, 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 conflict resolution. 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. Ms. Abate's time is shared with Sharp School. Please contact Ms. Abate at 428-1144 or email her at mabate@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 participate in these meetings. Mrs. Angelina Phelan, Learning Disability Teacher Consultant, is Mann School's CST Case Manager. She may be contacted at (856) 428-1144 or via email at aphelan@chclc.org.
- Literacy Teacher Coach: Our LTC, Mrs. Trudi Figueroa, provides professional development for teachers and parents while also supporting student learning in small group settings. As a certified reading specialist, Mrs. Figueroa's area of expertise is language literacy. Please contact Mrs. Figueroa at (856) 428-1144 or via email at tfigueroa@chclc.org.
- Special Areas 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 takes place once per week to select books, learn how to use the media center and strengthen information technology skills.
 - Physical education classes take place 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 begin understanding a different language.

Students are provided many challenges in these academic area as well as opportunities for personal growth.

Chorus

The Mann School Chorus, under the supervision of Ms. Blinsinger, includes all 5th grade students. The group practices once per week throughout the school year and provide musical programs for both students and parents. 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 Ms. Blinsinger at 428-1144 or via e-mail at kblinsinger@chclc.org.

Instrumental Music

Instrumental music lessons, under the supervision of Mr. DePalma, are available to any interested student in the 4th and 5th grades. The desire to learn is the only requirement to begin instrumental music lessons. Instruments may be rented for a nominal fee. Group lessons and band or orchestra rehearsal take place weekly. 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. DePalma at 428-1144 or via e-mail at edepalma@chclc.org.

Grading System

Student report cards are issued after the close of each marking period. You may contact your child's teacher anytime during the school year regarding his or her progress. Collaboration 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:

Grades K—5

Developmental Continuum

| | |
|-----------------|--|
| E: Emerging | The student is beginning to understand grade level concepts, skills and strategies. |
| D: Developing | The student understands and is starting to apply grade level concepts, skills and strategies. |
| T: Transitional | The student understands and usually applies grade level concepts, skills, and strategies |
| P: Proficient | The student understands and consistently and independently applies grade level concepts, skills, and strategies. |

(NA) = Not assessed at this time

(*) = See teacher comment

Breakfast and Lunch Programs

Breakfast will be available daily from 8:30 a.m. to 8:55 AM in the All Purpose Room. Breakfast consists of an entrée, fruit or juice and milk at the cost of **\$1.60**. Students that are eligible for a free or reduced cost lunch are also eligible for a free or reduced cost breakfast.

Generally, **lunch periods** are held in the All Purpose Room (APR). Lunch periods are under the supervision of the assigned educational assistants and the principal.

A complete lunch includes one entrée, two servings of fruits and/or vegetables or milk at a cost of **\$2.60**. The milk choices include 1% white, strawberry and chocolate; fat-free; and 2%. Purchased separately, milk costs \$0.75. Various snacks and a la carte items are available on a daily basis and are not part of the \$2.60 lunch. Students may bring their own lunch to school if they wish. Please be reminded that students should not bring any glass containers, sharp eating utensils, or any knives in their lunch containers. [As Mann School continues our sustainability initiative, we encourage you to pack your child's lunch in a lunchbox and reusable containers to help minimize our waste.](#)



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. Whether your child buys breakfast or lunch regularly or simply makes an a la carte purchase, the system can be used. The POS system allows students 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.

School /Home Communication

Communication is vital to the educational success and experience of your child. By working together, we can ensure your child's academic, social, emotional and behavioral growth. Email information and voicemail extensions are available on the Mann School website at <http://mann.cherryhill.k12.nj.us>. To contact Dr. Shilpa Dalal, Principal, please call 428-1144 or email her at sdalal@chclc.org. Additionally, school/home communication takes through the following ways:

- Scheduled parent/teacher/student conferences
- Interim reports
- Student report cards
- Email updates
- Notes in student planners
- Telephone calls
- Email messages
- The Mann School website at <http://mann.cherryhill.k12.nj.us/>
- The Cherry Hill Public School District website at <http://www.cherryhill.k12.nj.us/>
- Staff e-Boards
- Postings on the marquee
- PTA meetings
- Letters



Lost and Found

All unclaimed articles found in school or on the school grounds are stored in the “lost and found” box located in the main lobby. 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 avoid bringing 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
- Winter holiday parties
- End-of-year celebrations/picnics

Teachers also allow students to bring in cards for each member of the class on Valentine’s Day and often a treat is provided by the room parents. Birthdays are acknowledged in the classroom, however, formal birthday parties are not held. Parent(s)/guardian(s) may bring in non-edible treats for the entire class for their child’s birthday. **To avoid hurt feelings, invitations to private parties should not be distributed to individual students in school.**

Student Dress

At Mann 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. 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.

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. Sneakers are required to participate in PE.

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. 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 are NOT allowed to bring the following items to school:

- Electronic games, radios, CD players, and MP3 players



- 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 objects, 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. Baseball, Pokémon cards)
- 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 equipment brought to school.

Student Discipline

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.

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

<http://www.cherryhill.k12.nj.us/news/conduct/Elementary%20Code%20of%20Student%20Conduct.pdf>

Parent—Teacher Association (PTA)

Mann 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 and active members of our school.

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. If you have any questions or concerns regarding these matters, please send a note to the main office to the attention of the principal. If you choose, we will make every effort to ensure that your child and/or his or her work are not included in the media.



Recess

Students 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 accordingly. Educational assistants provide supervision and monitor student behavior. Please encourage your child to respect the adults and their peers. During times of inclement weather, indoor recess is held in classrooms. Appropriate indoor games and activities are provided under educational assistant supervision.

Recess is meant to be a time for our students to engage in positive play with their peers. It is critical that they learn the skills of playing games, connecting with friends, and learning to interact independently. It is also critical that the students understand that any bullying is taken very seriously. We will continue to work with the students throughout the year to help them understand the difference between conflict and bullying, and the importance of supporting one another in positive ways. **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/urinals, wash hands, and throw away used paper in the trash cans
- Wipe up spilled water from the floor in the sink areas
- Respect the privacy of other students
- Respect the facilities by not hanging on doors or climbing on sinks or toilets
- Refrain from loitering
- Refrain from writing or marking any walls or other surfaces
- Refrain from throwing wet paper towels at the ceiling or walls

Respect and cleanliness are critical as students use the facilities each day.

Safety Patrol

The Safety Patrol is made up of students under the direction of Ms. Heather Hayes, fourth 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 follow their direction and to cooperate with them.

*Thank you for taking the time to read and review these critical school rules with your child.
By reviewing the information provided in this handbook, we can work together to
ensure the safety and success of all Horace Mann students.*