

Cherry Hill Public Schools
"A Preeminent Education for All Children"



KINGSTON SCHOOL

PARENT AND STUDENT HANDBOOK 2015-2016



Dr. Joseph Meloche
Superintendent of Schools

William C. Marble
Principal

Table of Contents

Subject	Page
Principal's Letter	3
Staff List	4
Regular School Hours	5
Half-Day School Session Hours	5
AM Arrival Procedures	5
Student Drop Off and Pick Up	5
Emergency School Closings and Delayed Openings	5
Attendance	6
School Absences	6
Lateness	6
Early Dismissals	6
End of School Day Dismissals	6
Visitors/Volunteers	7
Telephone Calls and Cellular Telephones	7
Emergency Information	8
Emergency Drills	8
Bicycles	8
Bus Students	8
Health Office	9
Teams and Specialists	9
Chorus	10
Instrumental Music	10
Grading System	11
Breakfast and Lunch Programs	11
School/Home Communication	12
Lost and Found	13
Parties	13
Student Dress	13
Items Not Permitted in School	13
Discipline Policy	14
Parent Teacher Association (PTA)	14
Press Releases	14
Recess	15
Bathroom/Lavatories	15
Safety Patrol	15

September 1, 2015

Cherry Hill Public Schools

Kingston Elementary School
320 Kingston Road, Cherry Hill, NJ 08034 (856) 667-0986
'A proven great school in an outstanding community'
William C Marble, Principal
wmarble@chclc.org

Dear Kingston Families,

Welcome to the 2015-2016 school year. As the principal of the Kingston Elementary School, I am looking forward to working with you and your children this school year to help them in their academic, social and emotional growth.

Your support, your child's determination and effort, and the expertise of the Kingston teachers are critical to the success of our students. I am looking forward to seeing you and your child as we begin the school year. I hope to see you throughout the school year at Kingston events, knowing that together we can demonstrate to your child the importance and value of participating in school activities and giving back to the school and community. I urge you to stay in contact with me and your child's teacher via e-mail, telephone calls, conferences, e-boards, and the Kingston website. I am convinced that by working together, we hold the key to a successful school year! I invite you to follow me on twitter (Principal Marble @Kingstones1955) and to subscribe to Kingston School text messages alerts by texting "@kingstones" to 81010.

One exciting change this school year for our 4th and 5th grade classes is a move to departmentalization of content areas. Beginning this school year, teachers will switch classes between two teachers, one will teach Math, Science and Social Studies and a second will teach English Language Arts. See the Kingston website for more details. Please save the date for the Kingston Back to School Night, September 10, at 7pm.

I look forward to seeing you throughout the school year!

Sincerely,

William C Marble
Principal

2015-2016 Classroom Teachers

Name	Position
Mr. William Marble	Principal
Ms. Christine Clifford	Secretary
Mrs. Jacki Naddeo	Nurse
Mrs. Alyson Wiecek	K AM/PM Enrichment
Ms. Delores Muscelli	K AM/ PM
Ms. Gloria Miller	K PM In Class Support
Ms. Teresa Basinait	1
Mrs. Katrina Lacovara	1
Mrs. Sherri Lattanzio	1
Mrs. Linda Rotella	1
Ms. Juliana Pellegrino	1 In Class Support
Ms. Sherry Chmielinski	2
Ms. Kristina DiGirolamo	2
Mrs. Sharri Koonce	2
Mrs. Caryn Murtha	2
Mrs. Kelly Cohen	2 In Class Support
Ms. Jackie DeCola	3
Mrs. Jessica Stiglich-Creamer	3
Mrs. Jennifer Henry	3
Mrs. Eileen Steidle	3
Ms. Juliana Pellegrino	3 In Class Support
Mrs. Michelle Bransfield	4
Mrs. Cayer (formerly Ms. Guillot)	4
Mrs. Janice Hardin	4
Ms. Cyndi Libetti	4
Mrs. Shirley Conroy	4 In Class Support
Mrs. Kelly Grille	5
Ms. Grace Min	5
Mrs. Dawn Schafle	5
Mrs. Molly Webb	5
Mrs. Lynn Kahan	5 In Class Support
Mrs. Kendra Lemauro	Resource Room
Mrs. Kari Wilwohl	Resource Room
Mrs. April Greenwood	Autistic Support
Ms. Lauren Wasco	Autistic Support
Mrs. Judy Kelly	<i>Guidance</i>
Mrs. Nicole Sutton	<i>Librarian</i>
Dr. Terry Molony	Child Study Team Member
Mr. Brian Shield	Supplemental Support
Ms. Jacki Kamison	Instructor (SSI)
Ms. Marcia Routh	Spanish
Mr. Joseph Meola	Art

Mrs. Lynn Bresnahan	Literacy Teacher Coach
Mr. Alex Bon	General/Vocal Music
Mrs. Teresa D'Amico Britton	General Music
Mr. Joseph Forziati	Instrumental Music
Mr. Steven Redfearn	Physical Education
Ms. Lori Goldberg	Speech & Language
Mrs. Sally Buckalew	Occupational Therapy
Mrs. Maddie Vinias	Head Custodian

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 (Enrichment follows PM schedule except on first day)	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 8:40 AM. Please note that supervision begins at 8:40 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 pull into the school driveway 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)**:

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 **667-0986**. 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. **Commuter** students will be dismissed first via a public address announcement. Students should exit the building and proceed directly to the commuter line. Walkers will be dismissed at 3:30PM Students crossing Kingston Road or Kingston Dr 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 Kingston 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

Mrs. Jacki Naddeo, 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) 667-0986 or email her at jnaddeo@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 and your child's teacher. 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 Mrs. Naddeo at jnaddeo@chclc.org.

Teams and Specialists

- **Guidance:** Our school counselor, Mrs. Judy Kelly, 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. Please contact Mrs. Kelly or email her at jkelly@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. Dr. Terry Molony, School Psychologist, is Kingston School's CST Case Manager. She may be contacted at (856) 667-0986 or via email at tmolony@chclc.org.
- **Literacy Teacher Coach**: Our LTC, Mrs. Lynn Bresnahan, provides professional development for teachers and parents while also supporting student learning in small group settings. As a certified reading specialist, Mrs. Bresnahan's area of expertise is language literacy. Please contact Mrs. Bresnahan at (856) 667-0986 or via email at lbresnahan@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 Kingston School Chorus, under the supervision of Mr. Bon, 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 Mr. Bon at (856) 667-0986 or via e-mail at sbon@chclc.org.

Instrumental Music

Instrumental music lessons, under the supervision of Mr. Forziati, 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. Forziati at (856) 667-0986 or via e-mail at jforziati@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 Kingston 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 Kingston School website at <http://Kingston.cherryhill.k12.nj.us>. To contact Mr. William Marble, Principal, please call 667-0986 or email her at wmarble@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 Kingston School website at <http://kingston.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 on the APR stage. 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. 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 Kingston 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 or 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)

Kingston 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 Mrs. Dawn Schafle, fifth 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.

*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 Kingston school students.*