

RICHARD STOCKTON ELEMENTARY SCHOOL

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

Parent/Staff Information Handbook

2015/2016



**Amy Addis, PTA President
Mandi Oresick, Co-President
Sue Donoghue, Executive Vice President**

Eloisa De Jesus-Woodruff, Principal

FOREWORD

We have prepared this handbook in response to those questions most frequently asked by parents concerning school life at Stockton Elementary School. Your reading of this information will help us insure a smooth running program for your children.

We believe that it is essential that our students know that the school staff and their parents work as partners in all aspects of their education. This partnership will help students better understand how important learning is to them.

We look forward to working with you to insure that your child receives an excellent education in a safe and friendly environment.

Amy Addis
PTA President
Mandi Oresick
Co-President
Sue Donoghue
Executive Vice President

Eloisa De Jesus-Woodruff, Principal

Barbara Catanoso, Secretary
Carol Freilick, Administrative Assistant

STOCKTON STAFF

Principal: Mrs. Eloisa De Jesus-Woodruff Guidance: Mrs. Alicia Lomba
Secretary: Mrs. Barbara Catanoso Head Custodian: Mr. Humberto Estevez
Nurse: Mrs. Eileen Reilly Maintenance: Mr. Thomas Bianco
Librarian: Ms. Julia Rion

SPECIAL SUBJECT TEACHERS

Art: Mrs. Cynthia Lanni
English Second Language
Literacy Teacher Coach Ms. Michelle Dowd
Music (Vocal): Mrs. Laura Harmon
Music (Instrumental): Mrs. Christine Macaulay
Physical Education: Mr. Michael Eng
Resource Specialist: Ms. Jennifer Rieger
World Language – Spanish Mrs. Maria Medina
Occupation/Physical Therapists Ms. S. Bukstel, Ms. M. Matula, Mrs. D. Kardon-Duff
Supplemental Support Instr. Mr. Brian Shields

CHILD STUDY TEAM

Principal: Mrs. Eloisa De Jesus-Woodruff
Nurse: Mrs. Eileen Reilly
Guidance: Mrs. Alicia Lomba
Social Worker Mrs. Sharon Pitts
Learning Disabilities: Mrs. Andrea Finkel
Psychologist: Mrs. Ronda Meltzer & Ms. Katherine Martin
Speech Therapist: Mrs. Heather Ackerman/Mrs. Rebecca Reilly

EDUCATIONAL ASSISTANTS

Mrs. Lucila Bran Mrs. Patricia Ingelido Mrs. Mary Thomas
Mr. Ryan Brydzinski Mrs. Jennifer Jagust-Weiss Mrs. Cynthia Valentino
Mrs. Erin-Collier-Plummer Mrs. Nittaya Klim
Mrs. Carol Freilick Mrs. Kimberly Phillips
Mrs. Ruth Guerrier Mrs. Dolores Sattin
Mrs. Elizabeth Hare-Cox Mrs. Karen Sprankle

STOCKTON PTA OFFICERS

President: Mrs. Amy Addis raddis1972@gmail.com
Co-President Mrs. Mandi Oresick mandiloresick@gmail.com
Executive Vice President: Mrs. Sue Donoghue sdonoghue6@gmail.com
Past President Mrs. Karen Ryan karen.ryan6@comcast.net
WAYS & MEANS Mrs. Julie Levine jsnyderlevine@gmail.com
Co-Vice Presidents: Mrs. Emily Golden emilybgolden@gmail.com
ARTS IN EDUCATION Mrs. Carol Erlam caerlam@comcast.net
Co-Vice Presidents: Mrs. Olga Lerner moscowgirl@comcast.net
Corresponding Secretary: Mrs. Penny Ludman pludman@verizon.net
Recording Secretary: Mrs. Jenny Yuan xiaojunyuan@hotmail.com
Treasurer: Mrs. Emily Stern-Arias esaemail@gmail.com

RICHARD STOCKTON ELEMENTARY SCHOOL
"FINGERTIP INFORMATION"

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

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

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

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

Breakfast/Lunches: **Breakfast may be purchased daily for \$1.60.**
Lunch may be purchased daily for \$2.60 without pre-ordering & Milk for \$.75. Food Service: 856-424-2316
Make checks payable to: Cherry Hill Food Service

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

Bus Riders: **ONLY** pupils who are assigned to ride the buses may do so.

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

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

Dress Codes for Physical Education Classes: See Page 20 & 21

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

HOW TO HELP YOUR CHILD'S PROGRESS

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

1. The growing child must have nutritious food to supply energy for work and play. His/her health and school progress are influenced by the food that he/she eats. Send your child to school ready for the work of the day after a wholesome and adequate breakfast.

2. A growing body needs plenty of rest. Elementary school children should have between 10 & 12 hours of sleep daily. It is recommended that you discourage any highly stimulating activity before bedtime.

3. Children need to feel secure. Your child needs love, confidence and understanding that only a family and home can give.

4. Your child's school day is their "work day". Please prevent overloading that day. Although extracurricular activities are important, they should be balanced to afford your child the opportunity for adequate relaxation and free play.

5. Help your child to develop interests and expressive power. Acquaint your children with the wonders of nature and the world around them. Encourage hobbies and collections.

6. Demonstrate to your child a genuine interest in his/her school and its activities. If you are concerned with some phase of your child's development, please feel free to contact the classroom teacher.

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

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

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

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

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

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

**** Regular School Hours ****

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

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

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

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

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

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

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

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

**** Absentee Call System ****

If your child is absent from school, you will receive a call from the school as soon as possible after school opens and attendance has been taken. Most calls are made between 9:30 a.m. and 10:00 a.m. If no one answers at the home phone number, we will attempt to call the parent(s)/guardian's place of employment and/or cell phone.

PLEASE call the school office if you ever decide at the last minute to take your child with you on a trip or to visit and no one knows about it. We sometimes spend hours trying to find a pupil who is "supposed" to be in school and no one is home for us to

verify his/her whereabouts. Remember to send an excuse note to school when your child returns following an absence.

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

MAKE CHECKS PAYABLE TO: "CHERRY HILL FOOD SERVICE" or CHFS

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

Breakfast:

Breakfast may be purchased daily for \$1.60.

Lunches:

1. All school lunches can be purchased daily for \$2.60. You are to pay cash at the time of service or you may use the Computerized Debit Point-of-Sale ("POS") System. (Please refer to the information sent home the first week of school).
A lunch consists of one entrée, two servings of fruits and/or vegetables and milk or juice.
2. There is no need to pre-select meals! Your child can make their choice on the day that they buy. All schools will have enough of every item, to feed all children the lunch they want.

Snacks:

3. Snacks will be sold daily and all snacks will meet requirements of the Wellness Policy. Menu items can be purchased al la carte, and are not a part of the \$2.60 lunch. A second entrée may be purchased al la carte for \$2.10. Snacks will be offered after every student has obtained their lunch.

Milk:

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

**Breakfast service will begin on Tuesday, September 1, 2015
Elementary lunch service will begin Tuesday, September 1, 2015.**

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

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

All schedule changes will be posted on the Cherry Hill District Website and on Channels 19 or 24, as well as KYW News Radio (**our school closing number is 551**) and local television stations (3, 6, and 10)

2 Hour Delayed Opening:

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

- Grades 1-5 hours are 11:00 a.m. – 3:30 p.m.
- Morning Kindergarten will run from 11:00 a.m. – 1:30 p.m.
- Afternoon Kindergarten will run as scheduled 1:00-3:30 p.m.
- SACC/EDCC opens on a two-hour delay—at 9:00 a.m.; all SACC/EDCC sites will be open from 9:00 a.m. to 11:00 a.m.
- Bus routes will begin two hours later than normal with the exception of afternoon kindergarten routes, which will remain the same.
- Lunch will be served at the normal time – 11:50 a.m. for 30 minutes.

1:00 Early Dismissal:

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

Emergency Dismissal:

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

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

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

**** Inclement Weather ****

When it is necessary to close schools or to delay opening because of weather conditions (heavy snow, icy roads), **the school district informs parents by using an automated notification phone system**, KYW News Radio and TV stations, the **district's website, CHPS TV, Cable Channels 19 or 24 and www.chclc.org**. School districts are identified by number rather than by name under a timesaving system that has been in operation throughout the Delaware Valley for several years. **CHERRY HILL PUBLIC SCHOOLS ARE IDENTIFIED BY THE CODE NUMBER 551.**

Numbers are grouped by area; therefore, it is important to listen for "Camden County" then for "551" when listening on the radio. The announcement will indicate whether our schools are closed or opening on a delayed schedule. Parents are requested to monitor any of the major radio/television stations, **CABLE TV-CHANNELS 19 or 24, as well as, KYW News Radio. PLEASE DO NOT CALL THE SCHOOLS, RADIO STATIONS OR THE POLICE DEPARTMENT.** Please keep in mind that the decision to change school schedules due to inclement weather is based on the best information available when the decision is made; however, we can never be sure how the weather will affect our area. We appreciate your patience and understanding in these matters. If you have any questions, please feel free to call the Public Information Office at 429-5600, extension 4325.

**** Visitors ****

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

To provide maximum safety for your child and protect valuable instructional time, all visitors (regardless of their purpose) are to report directly to the office. No one is permitted in the halls or classrooms without authorization from the office. Forgotten items such as lunches, sneakers, etc. are to be clearly marked with the pupil's name, their teacher's name and room number and brought directly to the school office and we will contact the student for pickup of the item.

**** Communication with Parents ****

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

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

- Scheduled Student-Led-Parent-Teacher Conferences
- Student Profiles (which are sent home in December, March & June, Grades 1-5)
- Our Weekly PTA Newsletter – [This Week at Stockton](#)
- Homework Planners
- Notes, Telephone Calls to Parents and e-mails
- PTA Meetings & Parent Education Programs
- Teacher e-Boards
- Our website: <http://stockton.cherryhill.k12.nj.us/>

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

**** Illness ****

On occasion, children may become ill during the day or accidents may happen. In the case of illness, we will call you and request that you pick up your child. We will also request that you sign your child out. We have sent home **Pupil Information Cards, School Nurse Health Record Update and Confidential Student Information** forms to be completed and returned to the school. These enable us to handle emergency situations. In any case, we will make every effort to contact you as soon as possible.

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

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

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

All persons listed as emergency contacts, must be an adult 18 years of age or older.

**** Policy on Medications ****

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

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

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

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

**** Educational Trips ****

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

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

We must ask that children not use the school telephones except in cases of emergencies. Except in emergencies, please try not to call the school during the lunch hour, 12:00 – 1:00 PM.

**** Bicycle Riding ****

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

**** Remaining after School ****

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

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

**** Surprise Parties ****

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

BIRTHDAY PARTIES FOR TEACHERS ARE NOT PERMITTED.

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

Health records are maintained by the school nurse, Mrs. Eileen Reilly, for each child at Stockton. Your child will have health screenings throughout the year according to the following schedule:

Blood Pressure	Yearly
Vision	Yearly
Hearing	Yearly
Height & Weight	Yearly
Scoliosis	Grade 5

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

**** Homework ****

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

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

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

We recognize that there are a variety of circumstances, which may cause a student to be absent from class. Here at Stockton, we will try to provide some continuity with the missed work by offering the child some advance assignments, readings, or make-up work. With adequate notice, we can provide some homework assignments in advance.

PLEASE REALIZE THAT ALL ASSIGNMENTS CANNOT ALWAYS BE ANTICIPATED IN ADVANCE. We will, therefore, keep a folder of work to be made up by the absent students upon his/her return to class. We will provide a reasonable amount of time for this work to be completed. Advance readings or readings to be made up afterward may also be assigned.

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

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

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

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

Dr. Farrah Mahan, Director of Curriculum
District's Title IX Officer
Malberg Administration Building
45 Ranoldo Terrace
P.O. Box 5015
Cherry Hill, New Jersey 08034-0391
(856) 429-5600

STOCKTON

SCHOOL



JAGUARS

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

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

**** Tennis Anyone ****

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

We appreciate your cooperation.

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District Affirmative Action Policy

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

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

Our School Affirmative Action Officer is: Mrs. Alicia Lomba

Inquiries regarding compliance may be directed to:

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

District 504 – Ms. Rebecca Metzger – Malberg Administration Building

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

The Cherry Hill School District has made a commitment to provide to all affected groups a learning and working environment free from sexual harassment, and will not tolerate such conduct on the part of any student or employee. This commitment is clearly stated in the Board of Education Policy JAAB: Equal Opportunity/Nondiscrimination/ Harassment . This policy also addresses definitions of sexual harassment, the

complaint procedure, and possible disciplinary action and notification procedures. Questions concerning this policy should be directed to the building principal or to Ms. LaCoyya Weathington, District Affirmative Action Officer—(856) 429-5600.

Policy on Sexual Harassment

The Cherry Hill Board of Education is firmly committed to eliminating sexual harassment, in any form, within the District. The Board recognizes that harassment on the basis of sex is a violation of both federal and State discrimination laws and that these laws apply to employees and students. The District will provide to all affected groups a learning and working environment free from sexual harassment and will not tolerate such conduct on the part of any employees, students, vendors and volunteers.

Any individual with a complaint of sexual harassment should file the complaint with the building principal or the immediate supervisor and the building Affirmative Action Officer. The District Affirmative Action Officer shall immediately be informed of all such complaints. All complaints of sexual harassment will be investigated by the building principal or immediate supervisor, and the building Affirmative Action Officer and appropriate corrective action will be taken when deemed necessary. The District Affirmative Action Officer and the building Affirmative Action Officer shall be informed of the disposition of all such complaints.

I . Definitions:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- (1) Submission to such conduct is made a term or condition of an individual's employment or education;
- (2) Submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting such individual; or
- (3) Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating, hostile, or offensive employment or education environment.

Forms of sexual harassment include, but are not limited to, the following:

- (1) Verbal harassment, such as sexual innuendoes, sexual propositions, lewd remarks, degrading or derogatory comments or questions by either gender, jokes, gestures or slurs, that are sufficiently persistent, severe or pervasive to satisfy the definition of sexual harassment set forth above;
- (2) Physical harassment, such as uninvited, unnecessary or offensive touching, leaning over, cornering or impeding or blocking movement. Physical contact is not a prerequisite to a determination that physical harassment has occurred:
and
- (3) Non-verbal harassment, such as the distribution, display or discussion of any written or graphic material, including calendars, posters, and cartoons that are sexually suggestive, or shows hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; or repetitive, uninvited and unwelcome letters, telephone calls, emails or materials of a sexual nature, that are sufficiently persistent, severe or pervasive to satisfy the definition of sexual harassment set forth above.

2. Complaint Procedure

- (1) If comments, gestures, or actions from any employee or student, including teachers, supervisors or members of management, are perceived to be offensive, a complaint should be filed with the principal or the immediate supervisor and the building Affirmative Action Officer.
- (2) The principal or the supervisor and the building Affirmative Action Officer will promptly investigate any complaints of sexual harassment, and will take appropriate corrective action when deemed necessary. No individual will suffer reprisals for reporting any incidents of sexual harassment or making any complaints.
- (3) In addition to the above, any resident of the School District of Cherry Hill has a right to file a grievance alleging a violation of any federal and/or State of New Jersey anti-discrimination legislation. The grievance procedure for this is detailed in Administrative Procedure G-2.
- (4) The District Affirmative Action Officer will be available to coordinate matters relating to any complaints and to provide information and assistance to all parties.
- (5) Each building Affirmative Action Officer shall serve as a resource person for students and staff members in his/her building.

3. Disciplinary Actions

Any individual who is found to be responsible for sexual harassment will be subject to appropriate discipline; the severity of the disciplinary action will be based upon the circumstances of the infraction. Forms of discipline may include, but shall not be limited to the following: scheduling changes and transfers; written warnings that future misconduct will result in progressive forms of discipline; formal reprimands; suspension or termination.

4. Notification

Notification of this policy will be circulated to all schools and departments of the school district on an annual basis and incorporated in teacher and student handbooks.

Adopted: 4/18/88

Amended: 6/26/89, 2/22/05

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

**CHERRY HILL BOARD OF EDUCATION
CENTRAL ADMINISTRATION**

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

Dr. Maureen Reusche, Superintendent of Schools

CHERRY HILL BOARD OF EDUCATION

Mrs. Carol Matlack, President
Mr. Elliot Roth, Vice President

Mrs. Sherrie Cohen
Dr. J. Barry Dickinson
Mr. Eric Goodwin
Mrs. Colleen Horiates
Mrs. Kathy Judge
Mr. Steven Robbins
Mrs. Lisa Saidel

The Board of Education holds monthly Action Meetings at **7:00 p.m. on the fourth Tuesday of every month, except as noted**. Formal official action on business involving the school district may be taken at these meetings...

2015	September	29
	October	20
	November	24
	December	22

2016	January	26
	February	23
	March	29
	April	26
	May	24
	June	24

Organization Meeting will be held on January 5, 2016

The Board also holds regular monthly Work Sessions at 7 p.m. on the **second Tuesday of every calendar month** at the Malberg Administration Building, 45 Ranoldo Terrace, Cherry Hill, New Jersey. Formal action may be taken on special meeting agenda items, but no formal action is taken on Board Work Session agenda items. The purpose of Work Sessions is to review the agenda for the next scheduled monthly meeting.

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

**Central Administration
Administrative Staff**

(856-429-5600)

Superintendent of Schools.	Dr. Joseph Meloche
Director of Support Operations.	Don Bart
Asst. Superintendent Business/Board Sec.	James Devereaux
Asst. Business Admin./Asst. Board Sec.	Paul Todd
Asst. Superintendent Pre-K – 12.	
Director of Human Resources.	Nancy Adrian
District Affirmative Action Officer/Dir. Pupil Ser.	LaCoyya Weashington
District Director of Curriculum/Title IX.	Dr. Farrah Mahan
Director of Guidance/Substance. Awareness	James Riordan
District Supervision Curriculum/Instruction	Violeta Katsikis
District Elementary Math Teacher Coach.	Patrick J. McHenry
District Science Supervisor.	Erica Price
Board Attorney/Solicitor.	Paul Green
Student Assistance Coordinator.	Jennifer Di Stefano
District Supervisor of Special Education.	Trina Ragsdale-Scott
District Supervisor of Spec. Educ. /504 ADA Officer..	Rebecca Metzger
District Supervisor of Special Education.	Joann DiGiacomo
Dir. of Pupil Services/Affirmative Action Officer.....	LaCoyya Weashington
Colleague Teacher Special Education.	Amy Edinger
Purchasing Manager.	Deanna Denisar
Director of Safety and Security.	Anthony Saporito
Interim Director of Operations.	Joseph Tobens
Director of Operations/Facilities.	Thomas Carter
Supervisor Transportation Department	Cynthia Boyce
Transportation Department.	856-489-5851
Transportation Hotline Number.	856-761-1092
Coordinator SACC	Melissa Conklin(429-6564)
Aramark Director of Food Services.	Alicia Kent (424-2316)
District Student Advocate.	Yanell Holiday
Public Information Officer..	Barbara Wilson
Coordinator STEP Program.	Ed Klitz (429-6564)
Student Registration Office.	Sheri Desjardins

Student Registration Office.Denise Gallagher
Assessment Officer/PARCC.Valerie Sadwin
Teacher Coordinator K-12. Dr. Karen Russo

PHYSICAL EDUCATION DISTRICT DRESS POLICY

ELEMENTARY SCHOOL

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

A. SNEAKERS

1. PERMISSIBLE

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

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

2. NOT PERMISSIBLE

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

B. DRESS

1. PERMISSIBLE

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

2. NOT PERMISSIBLE

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

Physical Education Excuses

1. In order to be excused from a physical education class, a student shall present a written request for the excuse. (Administrative Procedure AP-30)
 - a. Short-Term (a range of 1-5 days) – present a note from his or her

parent/guardian to the physical education teacher who will automatically honor the request.

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

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

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