



Cherry Hill Public Schools  
Kilmer Elementary School  
2900 Chapel Avenue West, Cherry Hill, NJ 08002  
856-667-3903/kilmer.chclc.org  
*Rooted in Values, Growing in Knowledge!*



# **Kilmer Elementary Parent & Student Handbook**



# **2022/2023**

***Rooted in Values,  
Growing in Knowledge!***

Dear Parents, Guardians, and Students:

Welcome to a new school year! I look forward to working with you and your children as we embark on our educational adventure together as a community of learners.

My staff and I are fortunate to work with a community that values education and is wonderfully supportive. You may rest assured that your children will receive a preeminent education. The Kilmer staff and I work diligently to be on the “cutting edge” of elementary education. Your children will have many challenging and meaningful opportunities to reach their potential, to learn, and to grow. It is our hope that they will leave with lasting friendships and memories.

Joyce Kilmer Elementary School strives to provide an emotionally and physically safe environment in which students can learn and grow. A safe environment is obtained not only using written rules and consequences but is derived from a nurturing atmosphere in which all individuals are treated with respect and compassion. A safe environment allows students to be the best learners they can be. Learners should be free to be risk takers and respected thinkers and to demonstrate enthusiasm toward learning. They should expect empathy, cooperation and open-mindedness from their peers and teachers. We believe in a PBIS (Positive, Behavior, Intervention, System) as our proactive approach to enhancing the social, emotional, learning of our Wildcats.

Respectfully

Dr. Scott. J. Hogan  
Principal- Kilmer Elementary  
**#KilmerWildcats**

## Vision and Mission Statement

### **Vision Statement**

The Cherry Hill Board of Education commits itself to all children by creating an internationally benchmarked school district in which all students receive a preeminent education.

To achieve this, the Board of Education will focus on:

- Setting standards, benchmarks, and assessments for staff and students, that articulate with New Jersey Core Student Learning Standards a budget that provides the necessary funding, and
- Ensuring a safe and orderly environment.

Because our success as a school district depends on the decisions we make and the policies we establish, the Board further commits to:

- Communicating openly and frequently with one another and with the community
- Acting as civil models of decorum, with the recognition that a school system serves as a social core of the community, and
- Working as a unified body on behalf of all the children of Cherry Hill, always asking what is best for the children.

### **District Goals**

[Please follow this link to our Cherry Hill Public School's Goals for 2022/2023.](#)

### **Mission Statement**

The mission of the Cherry Hill Public Schools is to provide a quality education program that ensures that all students are proficient in the New Jersey Core Curriculum Content Standards. This program will be delivered in a positive environment preparing our students to be knowledgeable, responsible, caring, and confident citizens in an ever-changing world.

<b>Character Education Program</b>
--

**Our CE Mission Statement**

The educational community at Kilmer will provide and build a quality educational environment focused on the positive values of **Respect, Responsibility, Brave, Caring** and **Citizenship** to instill a sense of honor within our students allowing them to reach high academic standards while preparing them to succeed in a diverse and ever changing world.

<b>7 Habits of Healthy (Happy) Kids</b>
---

<b>7 Healthy Habits</b>	<b>Finding the Leader in Me</b>
<b>Get in the Habit</b>	<b>The Leader in Me Our Character Profile/Pledge</b>
<b>The Set Up: Habits Overview</b>	<b>A Private Victory Your Personal Bank Account</b>
<b>Habit #1: Be Proactive</b>	<b>Be Proactive (You are in Charge)</b>
<b>Habit #2: Begin with the End in Mind</b>	<b>Make A Plan</b>
<b>Habit #3: Put First Things First</b>	<b>Work First, Then Play</b>
<b>Habit #4: Think Win-Win</b>	<b>Everyone Can Win</b>
<b>Habit #5: Seek First to Understand, Then be Understood</b>	<b>Listen before you Speak</b>
<b>Habit #6: Synergize</b>	<b>Together is Better</b>
<b>Habit #7: Sharpen the Saw</b>	<b>Balance Feels Best</b>
<b>Celebration/Habit #8: Find Your Voice, Inspire Others</b>	<b>Renewal-Keep the Hope Alive Inspire Others</b>

**Our Character Profile  
Mind Sets**

<b>Character Traits (Academic MindSet)</b>	<b>Character Traits (Behavioral Mind Set)</b>
<b>Problem Solver-(Cognitive Flexibility)</b>	<b>Respect, Responsibility, Resilience, Active Citizenship</b>
<b>Creativity-Imagination-Curiosity</b>	<b>Self-Control/Cooperation</b>
<b>Cognitive Self-Control-Growth MindSet</b>	<b>Appreciation/Empathy</b>
<b>Grit/Stamina/Persistence</b>	<b>Service/Sustainability</b>
<b>Motivation-Awareness</b>	<b>Commitment/Loyalty</b>
<b>Organization-Goals and Plans</b>	<b>Integrity/Honesty</b>
<b>Teamwork-Independence</b>	<b>Kindness/Politeness</b>
<b>Conscientiousness-Diligence</b>	<b>Enthusiasm/Passion</b>
<b>Metacognition-Reflective</b>	<b>Confidence/Humility</b>
<b>Risk Taker-Life Long Learner</b>	<b>Leadership/Fairness</b>

**Our School Pledge**

At Kilmer, our Character Counts in the things that we do  
it is the way you treat me and the way I treat you.

It's caring, kindness, and playing fair  
It's being responsible, and doing my share.  
It's standing up for myself and others.  
It's helping someone like they are a sister or brother.  
It's being resilient and knowing life has its tests.  
It's always trying just to be you, a good citizen at your best.  
It's being honest, and showing respect, every day  
Taking care of our world while in school and at play!

At Kilmer our Character Counts in the things that we do  
It's the way you treat me and the way I treat you.

## Our School Community Pledge

As a member of the JK Professional Learning Community, I will treat people as I wish to be treated.

To do that I pledge to:

1. Understand that the school community is a “very special place”.
2. Listen respectfully when someone else is speaking by paying close attention and not interrupting.
3. Speak in a calm voice and use proper language.
4. Inspire the best in others and myself by celebrating successes and learning from mistakes.
5. Care about others by demonstrating acts of kindness.
6. Be a life-long learner by taking every opportunity to learn from others.
7. Work as a cooperative team.
8. Realize we may have differences and believe in a Win-Win mentality.
9. We all can agree to disagree and still work together (Synergize).

## Parent Involvement & Commitment

### **Objective:**

Parents are recognized as members of the Wildcat School Community, and play an important part in our students’ success. Informed parents are our best allies and strongest support in meeting the needs of our students and achieving the goals of our district. Together we form a strong team which focuses on your child’s academic, social, emotional, and behavioral growth. Excellent communication between home and school is crucial to our success as we meet the needs of our children.

### **Agreements:**

- Reports of high achievement and good behavior will be communicated, as well as academic and behavioral problems.
- Communication will be efficient and convenient using various modes: email, e-boards, planners, notes, phone calls, conferences.
- Vital information pertaining to parent meetings and activities will be published on the web.
- Communication will be timely. Parents will be informed as soon as their children are identified for RTI services.
- Parents are encouraged to communicate about academic, social or emotional concerns to the teacher, principal or guidance counselor.
  - You are invited to contact your child’s teacher or any other staff members should you have any questions or concerns. Teachers may be emailed via the Kilmer school website at <http://Kilmer.cherryhill.k12.nj.us/>.
- Parent input will be sought through feedback forms, questionnaires, and surveys.
- School staff will continually seek ways to communicate with non-English speaking parents.
- Parents will be encouraged to participate in all Academic/Social Grade Level Programs and Parent Information Nights.
- (Parent) Parents will be encouraged to use their gifts and interests to enrich our curriculum and programs through volunteerism.

**Additionally, school/home communication occurs in the following ways:**

- Weekly Friday email update from the Principal via Blackboard
- Scheduled parent/teacher/student conferences
- Progress reports- **teachers should be sending home at least one update weekly.**
- Student profile reports (report cards)
- The monthly newsletters
- Notes in the students' planner
- Telephone calls
- Email messages
- Joyce Kilmer Elementary School website at <http://Kilmer.cherryhill.k12.nj.us/>
- The Cherry Hill Public School District website at <http://www.cherryhill.k12.nj.us/>
- Postings on the main entrance doors and throughout the building
- PTA meetings
- Other types of school and district presented informational programs.
- Letters
- Informational Packet
- Blackboard communication
- Facebook: JoyceKilmerES
- Remind: [www.remind.com/join/jkwild](http://www.remind.com/join/jkwild)
- Twitter: @JoyceKilmerES
- Instagram: joyce kilmer

**General Information**

## Regular Daily Schedule

GRADE(S)	BEGIN TIME	END TIME
K—5	9:00 AM	3:30 PM
<b>Lunch Times:</b> KDG & 3rd 1st & 4th 2nd & 5th	11:00 AM to 11:50 AM 11:30 AM to 12:20 PM 12:00 PM to 12:50 PM	12:55 PM

## AM Line-Up

Children should arrive no earlier than 8:45 A.M. The children should report to our school play area in the back of the school. Please note that supervision begins at 8:45 AM. There will be designated areas for all grades to help us ensure that adult supervision is present. All students will be greeted at playground doors to be allowed in, so that they may line up outside their respective classrooms.

Designated areas for each class will be marked and line up helpers will assist.

1. All students arriving by bus will enter Exit 16 and then be directed to their respective classrooms. If they are getting breakfast they will be brought into the APR. They will be provided time to eat and then sent to their respective classrooms by 8:55am.
2. KDG: all bus students will enter Exit 16 and be directed to the main hallway then being escorted to the KDG hallway.  
KDG: all students who are being dropped off will enter through E12 and be directed to the main hallway then be escorted to KDG hallway for morning line up.  
For those students who would like to purchase breakfast will be directed to the APR.

## Emergency School Closings and Delayed Openings

District Number is **551**

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

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

## Delayed Opening Schedule

(If school has been delayed it has always been delayed by two hours):

GRADE(S)	BEGIN TIME	END TIME
<b>KDG—5</b>	<b>11:00 AM</b>	<b>3:30 PM</b>

1. Buses follow their normal routes. The “runs” start 2 hours late from their original pick up time. The children have a half hour lunch period.



2. Students should not be dropped off earlier than 10:45 AM.
3. Students may purchase lunch from our food service on delayed school opening sessions.

**Early Dismissal/Half Day Schedule**

During the school year, school might close at 1:00 P.M. for teacher conferences or staff in service training, etc. Our schedule for those days is as follows:

GRADE(S)	BEGIN TIME	END TIME
KDG—5	9:00 AM	1:00 PM

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

**Snow During the Day**

If it snows during the day while we are in school, we normally do not dismiss early. We will try to get our buses out a few minutes before normal dismissal. If there is an emergency and we are told to close school early, we will use blackboard and our other social media communication services to provide families with the most updated information.

**Student Drop Off or Pick Up**

Please be sensitive to the crossing zones when dropping off or picking up your children.

Students should be dropped off and picked up using the Car Line or the Back Car Loop. **Please do not drop students off on the wrong side of the street and have them cross Chapel Avenue** and into the front parking lot. You may stop your car to assist your child/children out of the vehicle. If your child is older, we encourage you to allow them to exit the vehicle unassisted to keep the flow of traffic moving. **You may not park in the driveway and leave your vehicle unattended when dropping off or picking up a student(s). If you need to enter the school, you must make sure to park your car in a designated parking spot. Please be sure to stop your vehicle “with” the flow of traffic. Please slow down and follow the directions of our bus supervisors at all times.**

**Back Car Loop:** Please make sure to keep to the right and move all the way up and around the loop, filling in the gaps. Please do not leave your vehicle unattended for any significant amount of time. We need to keep the flow of traffic moving to ensure a smooth transition at arrival and dismissal.

You are asked **NOT** to drive into the bus lane (look for the signs and the yellow area along the curb) in the morning during student arrivals (8:40 to 8:55 AM) and in the afternoon during student dismissal times (3:25 to 4:00 PM).

All students should use the sidewalks around the marked bus lane and faculty parking lot. **The buses must have free access to enter and exit school grounds for the safety of everyone.**

**General End of School Day Dismissals**

Students are dismissed in an orderly fashion by the main office. **Walkers** will be dismissed first via a public address announcement. Students should exit the building and proceed directly home. Students that walk home

together in groups should meet outside the front entrance of the building. Crossing Chapel Avenue is under the direction of a crossing guard. The crossing guard is off duty around 4:30.

**Bus students** will be dismissed via a public address announcement by bus number. Those students are then directed to move to the bus loading exit. Supervisors are at each intersection and the main bus supervisor is in charge of loading each bus prior to departure. Designated Safety Patrol Members are also used to help students move and load quickly and quietly.

### ***Riders***

The district strives to transport children to and from school safely. Please help us meet this goal. We ask for your assistance in helping us by reviewing and requesting appropriate behavior at school bus stops and on the school bus with your children. Respecting the bus driver and other students are expected. Continued inappropriate behavior on the school bus can result in the suspension of bus privileges.

- BUCKLE UP - It's the law!
- **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.
- Stay in your seats at all times; do not get out of your seat until the bus stops.
- Students are not permitted to ride any bus other than the one to which they are assigned.
- Walkers are not permitted to ride the bus.
- Be polite - do not make loud noises, etc. when you're on the bus - it distracts our drivers.
- Be a good neighbor at the bus stop. Please be respectful of private property and be safe.
- No playing ball at bus stops!
- Please clear snow from your bus stop so kids are not in the street.
- No snowball throwing at bus stops!
- Safety patrol students are also present to assist.

### ***Walkers***

- Please do not arrive at school before **8:45 A.M.**
- Walk to our playground in the back of the school when you arrive.
- Use sidewalks and obey all safety rules. A crossing guard is present to assist the children across the road. Safety patrol students are also present to assist.
- Walk directly home at the end of school. You will be dismissed at the back of school. Be very careful!

### ***Car Pools: Sustainability***

Parents, if you have arranged to pick up children at the end of the school day, please:

- You may pick students up in the front of school and remind them as you leave not to cut across the parking lot without an adult. We will have bus supervisors to assist with loading and unloading students.
- After 3:40 P.M., children who have not been picked up will be brought back into our school. A parent must come into the school and sign the child out.
- Please make sure you and your car pool are safely buckled up.

### ***Bicycles***

- For safety reasons, it is recommended that **only fourth and fifth grade** students ride bikes to school without supervision. All other students should be supervised with a parent or guardian when riding. Students must walk their bicycles onto and off the school grounds to avoid accidents with walkers.
- **Bicycle helmets are required by State of NJ Law! (Also for scooter riders).** All riders should have locks to secure their bicycles to the stands on the north side of the building. It is important that riders

obey all bicycle safety rules and heed crossing guards and our safety patrol. Safeties will help with making sure bicycles are locked and secure.

- **STUDENTS ARE REQUIRED TO LOCK THEIR BICYCLES TO DETER THEFT.**

## **Lunch Program Information**

### **General Lunch/Breakfast Information**

**Breakfast** will be available daily from 8:40 to 8:55 in the All Purpose Room. Students arriving on buses will be able to get their breakfast and eat it in a designated location, usually in the APR room. Walkers and students receiving rides to school must be at school on time to participate in the school breakfast program. Breakfast consists of an entrée, fruit or juice, and milk. Students that are eligible for free/reduced lunch are also eligible for free/reduced breakfast.

When we have an early dismissal day (1:00 P.M.), your child may bring a snack or lunch.

### **Our current lunch prices are:**

Breakfast:	\$1.65/reduced breakfast \$0.00
Student Lunch:	\$3.00/reduced lunch \$0.00
Milk:	\$1.00 (1% white, strawberry, and chocolate)

Any questions related to the menu should be directed to our food service provider (856)424-2316

Generally, our **lunch/recess time** runs from 11:00 AM to 12:50 PM. The children have approximately 20 minutes to eat and approximately 20 minutes for recess. The exact time each grade level has lunch may change from year to year. All lunches are held in our All-Purpose Room unless otherwise directed to their classrooms. Lunch is supervised by assigned educational assistants and the Principal.

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

### **Free/Reduced Lunch Information**

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

### **Computerized Debit Point-of Sale (POS) System**

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

The debit system decreases the need for students to make daily cash payments, thus increasing the speed and flow of the lunch lines. Please note that if your child receives a free or reduced price breakfast or lunch, the system provides complete confidentiality using their PIN number. When your child buys breakfast or lunch on a regular basis, infrequently or simply makes a la carte purchases, the system can be used. The POS system will allow 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/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.

### **Wildcat Wednesdays**

Our Green Team is excited to introduce Waste-Less Wednesdays! We are kindly urging you to send your child or children to school with reusable containers that produce ZERO waste. A great way to begin this journey would be to make the promise to help your environment by using reusable water bottles in school. Lunch and snack items can fit nicely into reusable containers. All of your favorite snacks can fit nicely into a reusable container. Truly, the options are endless!

Therefore, instead of going to the store and buying a case of water bottles and little sandwich baggies, make a one-time purchase, and start reusing! Not only will your participation in our Waste-Less Wednesday's program benefit our school, our local community, and beautiful planet, but it will save you money in the end! Please help us by sending in your child or children to school with as little waste as possible!

In addition, Wildcat Wednesdays will be recognized with a Dance event each Wednesday morning school-wide. We invite everyone to participate in Wildcat Wednesdays by wearing your School Spirit gear/ Wildcat Wear! We will also have one themed day per month on Wildcat Wednesday.

### **Recess**

Students will have approximately twenty-five (25) minutes of recess on a daily basis. Most often, recess is held outside on the playground in the rear/side of the school building; therefore, students should dress in accordance with the weather. Educational assistants provide supervision and monitor student behavior. Also, the Principal and Guidance Counselor are often present to assist. Please encourage your children to respect the adults in charge of supervision and to respect their fellow students. They should remember to treat other students like they would like to be treated themselves. During times of inclement weather, indoor recess is held in classrooms. Appropriate indoor games and activities are provided under full educational assistant supervision. **No bullying, no rough play, no harassing, and everyone plays together.**

<b>Attendance/Lateness</b>
----------------------------

NJ State Law, Title 18A, Section 38-26 states: "Parents or guardians have the responsibility to have their children in school on days when schools are declared open other than for reasons of illness." Every child is expected to be in school every day except for illness, religious holidays, and emergencies. Excessive absence will result in a conference with the principal. Please make every effort to get your child to school on time.

### **Absences**

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

If your child is sick and unable to attend school, please call the school at **856-667-3903**. You may call the answering machine during the evening hours. Please be as specific as possible when leaving your voice message for example strep throat, stomach virus, or vacation.

During the morning hours, our office will call the home of an absent child if we have not received your phone call. If we do not receive a response at home, the parent/guardian will be contacted at work.

Please notify our school nurse if your child is ill with a communicable disease, (for example, flu, strep throat etc.) is involved. Any student absent for five or more days is required to submit a doctor's note stating the reason for the absence and that the student is ready to return to school.

If your child is absent or late to school because of a state recognized religious holiday, please write a note of explanation and the school register will be corrected.

### **Lateness**

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

Children are expected to complete a full day of school, as it is academically better and less disruptive to the rest of the class.

### **Early Dismissals: (Will not occur after 3:15 PM)**

To be dismissed early, students should bring a note from home requesting an early dismissal. Having a note in the AM will allow for a speedy dismissal process. 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. You may not go to your child's classroom. 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 contact form listed in Genesis. If possible, medical or dental appointments should be made for times other than school hours. **Early dismissals should not be requested after 3:15 PM unless an emergency exists.**

### **Make Up Work**

Upon request, we will make every effort to provide assignments for a child who is absent for more than two days. When an absence is anticipated, please let your child's teacher know ahead of time so that you and your child's teacher can work together to provide your child with his/her homework assignments during the absence.

### **Emergency Contact Information**

Your contact information is extremely important. The information on the emergency contact form is vital to us. Parents, please be sure that the names and phone numbers are accurate. If a change occurs during the year,

please tell us. We will gladly update your emergency contact information in Genesis. Please be sure that your child knows the person who is listed as your emergency contact. 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. Also be sure to notify the person whom you select as your emergency contact and **be sure they will be able to pick your child up, if you are not available.**

### **Emergency Information in Genesis:**

The information in Genesis is vital and should be carefully filled out and updated as changes occur. Each student should have a completed emergency profile in Genesis for staff to use in case of emergency. The information contains telephone numbers where parent(s)/guardian(s), relatives or close friends may be reached in case of an emergency. When listing an emergency contact person, please be sure that the person is willing and able to assist when help is required. Similar information will be stored in Genesis-Pupil Records On-Line System. Please make sure that the names and contact information are accurate. If changes occur during the year, please update your information by using the Parent Portal. <https://parents.chclc.org/genesis>

## **Mandated Emergency Drills**

In an effort to be prepared to respond to an emergency, staff and students participate in various safety drills periodically throughout the year. **School Security Drills** are held twice per month so that students know how to react in the case of an emergency. **Bus Evacuation Drills** are held semi-annually in conjunction with our bus companies so that students know how to exit the bus in an emergency situation. A **Secured Environment Drill** is held at least once per year to prepare students for emergencies within the building. **School Lockdown Drills** are held at least once per year to prepare students in the case of an emergency situation requiring the staff and student population to seek a sheltered environment due to either biological, chemical or radioactive dangers existing outside of our building. While these drills may be unsettling to students, please be reminded that knowing how to respond in emergency situations provides a safer environment for your children.

## **General School Discipline/PTA/Media Information**

### **Discipline Policy**

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

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

- Growing to be more respectful
- Growing to be more responsible
- Growing to be more brave and caring
- Growing to be better citizens

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

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

[Link to the CHPS Elementary Code of Conduct](#)

### **Parent—Teacher Association (PTA)**

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

### **Social Media Permission Forms**

Throughout the school year, our students are involved in activities and projects that may be newsworthy. We enjoy when our students receive the recognition that they deserve. In turn, the recognition may take place through the publication of student pictures and their names in one of the local newspapers, on television or on recorded videos. Every year parents must log into Genesis and complete the Media Release Form for their child to be pictured in school or district social media or pictures. If you have any questions, please contact the Principal to discuss your concerns.

<b>General Health Office Information</b>
--

Robin Olin, our school nurse, handles a variety of student medical issues each day as well as maintaining medical records on each student. Should you have any specific medical or health concerns you may contact her via our main telephone number at **(856) 667-3903 ext 8002**. You may email her directly from the website.

### **Illness**

If your child becomes ill during the school day, he/she will be given immediate attention by our school nurse. She will notify you by telephone if your child is too ill to return to class. Please make arrangements for your child to be picked up in a timely manner if he/she is too ill to remain in school (within 30 minutes unless there are extenuating circumstances). Please meet with our nurse when you come to school. Your child must be fever free for 24 hours without the use of fever reducing medication before returning to school. Please keep your child home for a minimum of 24 hours after the last episode of vomiting, diarrhea or a fever over 100 degrees. A child may return if they have not had a fever without the use of fever reducing medication or has not vomited or had diarrhea in 24 hours. and is feeling well.

- Rash: if the cause is unknown please check with your physician before sending your child to school
- Conjunctivitis: 24 hours after treatment has begun and/or discharge has ceased
- Impetigo: 24 hours after treatment has begun. Open lesions must be covered. If lesions cannot be covered, student must be excluded until lesions are closed and dry
- Head Lice: after treatment is completed and no live lice are found
- Strep Throat: 24 hours after starting antibiotic treatment
- Ringworm: after treatment is started and any lesions must be covered

## **Medication**

**Students are not permitted to bring in any prescription or over-the counter medication to school (including cough drops) or to self-administer any type of medication.** All medication must be administered in the nurse's office with approved paperwork completed. Our school nurse handles a variety of student medical issues while maintaining updated medical records on each student. Parents/Guardians must contact our nurse directly if your child needs to take medication during school hours. Please contact **Robin Olin** at **(856) 667-3903** or email her at [rolin@chclc.org](mailto:rolin@chclc.org). The following directions must be adhered to before medication can be given to any children:

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

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

## **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. **Families may not send in edible treats for their child's class on a random basis.**

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.

## **Policy on Pedicosis (Head Lice)**

Parents/Guardians will be contacted if live lice are found to discuss treatment. Students are required to report to the school nurse upon arrival on the next school day following treatment. The parent/guardian will be required to pick up the student and follow-up with their healthcare provider if live lice are found on the re-entry



screening. Please notify Mrs. Olin if you discover your child has head lice or for any questions.

### **Scoliosis Screening**

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

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

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

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

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

<b>Family Life Education</b>
------------------------------

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

Please use these classes as an opportunity for open discussion on these issues in your homes. It is important that you make your child aware of your feelings and values. We look forward to a positive experience for you and your child. Should you have questions regarding the curriculum or the excuse policy, please contact **Robin Olin** at (856) 667-3903 or email her at [rolin@chclc.org](mailto:rolin@chclc.org). The Family Life Education course outline will be posted for your review through our Rubicon Atlas portal found on the district website at [chclc.org](http://chclc.org).

<b>Lost and Found Items</b>
-----------------------------

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

At the end of each year, we will clean and donate all of our lost and found items, not identifiable, to those organizations who are in need.

## School Etiquette

### **Telephone Use and Cellular Telephones & Smart Watches:**

Students **may** use the office phone, with permission, if deemed necessary by school personnel.

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

While we realize many families would like their children to carry phones, watches, etc. we want to ensure these aspects of technology are used as intended, and do not become a distraction during the school day. School rules are that cell phones should be kept silent or off, and should not be used without the permission of an adult staff member. Smart watches may be worn, but must not present a distraction or violation of technology usage if worn (texting without permission, etc.)

Phones, watches, and other devices are the students’ responsibility and the school will not be liable for students’ personal belongings. If a student is violating the use of cell phone policy, the teacher or staff member will handle it in accordance with the school’s code of conduct policy.

### **Student Dress Guidelines:**

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

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

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

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

### **Teacher Contact**

Parents are encouraged to contact their child's teacher if questions or concerns arise. Parents should call school between 8:15 a.m. and 3:15 p.m. any day school is in session and leave a message to have the teacher call them. Include a return phone number and times available, both during the day and evening. Teachers will return calls as soon as possible, usually by the next day. We ask that parents not contact teachers at their homes.

Teachers may also be contacted via their email. Individual email addresses are posted on our main website. Please keep the text of email brief to ensure the effectiveness and efficiency of e-mails. Conferences are scheduled in December for a more formal teacher contact.

<b>Visitation Protocols</b>
-----------------------------

### **General School Visitation: (All Visitors Must Sign into the Main Office)**

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

- Please park in the front when visiting, not at the bus loading zone, located on Chapel Ave.
  - Push the doorbell/intercom to communicate with our front office staff
  - Identify yourself by speaking into the intercom
  - When our staff verifies your identity, they will unlock the right door to allow you to enter the building
  - Report directly to the main office which is located directly to the left
1. **To deliver items:** report directly to the main office. Students will be called to the main office to pick up the item(s) or they will be delivered to them by a designated person. Please encourage your children to be responsible by allowing him or her to deal with the consequences of not having the forgotten item, thus, promoting better organizational skills.
  2. **To pick up sick children:** Report to the main office to pick up your child. Your child will be in the nurse's office. You will sign out your child out sick.
  3. **To speak to a teacher:** Parents who wish to speak to a teacher may not go directly to the teacher's classroom. Arrangements for conferences should be made in advance. Please contact the main office to set up an appointment or directly contact the teacher through email. Upon arrival for a scheduled appointment, report to the main office. Teachers will then be notified of your arrival for the meeting. Please do not just "drop in" for a parent/teacher specific conference because a teacher may have prior commitments which may make it impossible to meet with you.
  4. As a school we have a scheduled visitation day for all parents and loved ones to attend. Please see our website for the most updated information on date and times.

5. Parents are welcome to work with teachers on special projects, if arrangements are made with the teacher in advance. (See Below for Specific Details)

Students or authorized people in the **school building will be instructed not to open locked doors** for other people attempting to enter the building. Please direct them to the main entrance.

### **Specific Rules for School Visitations: (All Visitors Must Sign into the Main Office)**

#### Room Parties:

1. Two parents are allowed to be in a room to assist.
2. Names must be submitted to the office prior to event
3. Parents must sign into the main office prior to going down to the room.
4. Teachers will allow students to bring in Valentines for each member of the class on Valentine's Day and often a treat is provided by the room parents.
5. Birthday Parties: Are acknowledged in the classroom, however, formal birthday parties are not held. Parent(s)/guardian(s) must follow the school Birthday Celebration Policy that was sent home in the first day packet. **To avoid hurt feelings, invitations to private parties WILL not be distributed in school UNLESS the entire class is invited.**

#### Academic Room Help:

1. Academic room help assisting in set up should be scheduled during prep or off times.
2. Alternate locations ex. Main office could accommodate more than two parents.
3. Same rules apply with regard to the two parents in the room at one time.

#### Parent/Guardian Visitation Day:

1. Parents must sign up prior to a school planned visitation day.
2. There will be two hours of dedicated time for visitations. There will be AM and PM sessions to assist in accommodating everyone.
3. Parents/Guardians will sign in in the lobby and then will be directed to the classroom.

#### Drop Off: "Kiss and Go" Policy:

1. Please do not drop off before 8:45 due to the lack of supervision/security.
2. Parents may not accompany a child to their classrooms, unless provided permission on a limited basis.
3. After signing in your child late, your child will either be dismissed to their class or escorted based on age and individuality.

#### Halloween:

1. Two room parents will be selected to assist in getting the students ready for the parade.
2. Two room parents will be allowed to attend the room party after the parade.
3. All parents/guardians are invited to attend the parade out-side the school grounds.

<b>Teams and Specialists</b>
------------------------------

- Guidance: Our guidance counselor is involved in various aspects of the students' program. The Elementary School Counseling Program is structured to focus on two aspects of a child's development: Character Education and the ability to resolve conflicts. In the primary grades, counselors work with

students to show them how to build and develop relationships. In the upper grades, counselors work to help students develop self- image, to resolve conflicts with others and to handle pressures. Counselors may assist with classroom assignment and organization skills when necessary. The guidance counselor is also the 504 Officer. The guidance counselor is the school's HIB Specialist/Investigator, and Testing Coordinator.

- Child Study Team (CST): The CST consists of a learning disability teacher consultant, a psychologist and a social worker. The team meets at least once per month to discuss referrals from teachers. Parental permission and involvement is required before, during and after all formal referrals to ensure that the most effective program can be developed and implemented for the student. Various members of the school staff may be participants in these meetings.
- Literacy Teacher Coach: Our teacher coach, provides professional development opportunities for the school community and also assists classroom teachers with program implementation to enhance student learning. They have an area of expertise in language literacy. They are certified reading specialists. They are in charge of our Kindergarten placement for the year. They track data on each child in LA and Math through the use of a variety of benchmarks. They are a key member of the school's RTI team.
- Math Coach: Our Math Coach, Mr. Pat McHenry provides professional development opportunities for the school community in the area of mathematics and also assists classroom teachers with program implementation to enhance student learning. He collects and analyzes performance matters data for our school. He created and updated the elementary school math curriculum at all grade levels. You may contact him by email at [pmchenry@chclc.org](mailto:pmchenry@chclc.org).
- Basic Skills Team: They work with students who are identified by district standards as requiring additional instructional support in language arts. They are part of our I&RS and 504 Process.
- Speech and Language Teachers: Our Speech and Language Teachers work with students that demonstrate significant difficulties in communication skills.
- 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. These teachers can bring other subjects alive which results in greater academic achievement and higher test scores. Often these teachers collaborate with classroom teachers and/or support building goals as they teach the students. Library meets once each week to select books and learn how to use the media center and information technology skills. The library is considered the hub of our school and is available for student use in its open format. Students attend physical education twice per week. In PE, the students focus on wellness and life- long skills that develop and maintain a healthy lifestyle. Art & music and Spanish allow students opportunities to develop their abilities in visual/performing arts and a world language. Students in grade 3 learn to play the recorder. Students in grades 4 and 5 are provided instrumental lessons and opportunities for 5<sup>th</sup> grade chorus. Students are provided many challenges in these academic areas as well as opportunities for performance and personal growth.
- Gifted & Talented education: One of the missions of the Cherry Hill School District is to address the unique needs of gifted children and provide a risk-free environment with their peers that will encourage intellectual exploration, problem solving strategies, creative thinking and an open exchange of ideas

through a thematic approach. This year gifted & talented instruction will be provided to select students in the 4<sup>th</sup> and 5<sup>th</sup> grades via the Intervention/Enrichment (I/E) periods.

## **Intervention & Referral Services (I&RS)**

### **Intervention & Referral Services (I&RS):**

The I&RS Team offers teachers an opportunity to draw upon the expertise of various members of our educational community. The team meets once per month and consists of a combination of the Principal, the Guidance Counselor, the Child Study Team Case Manager, an elementary teacher, the school nurse, the Literacy Coach, Basic Skills Teacher and other specialized staff that may be able to assist students in their academic, emotional, social or behavioral growth. Strategies are determined to enable students to be more successful in school. **Parents are notified in advance; however, this is not a Child Study Team evaluation and will not result in the classification of students.** Should you have any questions regarding I&RS, contact the Principal.

## **Student Activities**

### **Safety Patrol**

The Safety Patrol is made up of students under the direction of a Kilmer staff member. The safety patrol assists 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. Safety Patrol is open to all 5<sup>th</sup> graders. To remain on safety patrol a student must maintain a positive academic and behavioral character.

### **Chorus**

The Kilmer School Chorus, under the supervision of the vocal music teacher, includes all 5<sup>th</sup> grade students. The group practices once per week throughout the school year and provides musical programs for both students and parents. Select vocalists may also be recommended for participation in the All-Cherry Hill Elementary Chorus and/or All South Jersey Chorus.

### **Instrumental Music**

Instrumental music lessons are available to any interested student in the 4<sup>th</sup> and 5<sup>th</sup> grades. Average musical aptitude and the desire to learn are the only requirements for the program. Instruments may be rented for a nominal fee. Group lessons and band or orchestra rehearsal take place each week. Outstanding performers may be recommended for participation in the All-Cherry Hill Band, All-Cherry Hill Orchestra or the All South Jersey Band. Any questions regarding instrumental music, please contact Mr. Andrew Pretzelt at [aprettelt@chclc.org](mailto:aprettelt@chclc.org)

## Field Trips

Field trips are planned to enrich or to enhance the programs presented in the classrooms. Generally, each grade level plans one trip per year. Parent(s)/guardian(s) are notified in advance and are asked to contribute towards admission and/or the cost of the bus. A specified number of parent volunteers are recruited by the classroom teacher or head room parent. Each volunteer is needed to accompany the class on the bus and to fulfill specific responsibilities for student safety and supervision. **Only designated parent chaperones, without younger siblings are to attend the class trip. All students must ride the bus to and from field trip destinations.**

## Standards Based Report Cards

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

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

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

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

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

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

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

### **Homework Expectations**

Generally, there will be homework assignments every Monday, Tuesday, Wednesday and Thursday P.M. unless holidays or special events create a change. Reading should occur each night, with some means of student accountability, which will be assigned by the teacher. The approximate time allotment for completing all homework on a given night is as follows:

- Kindergarten: 15-20 minutes
- First grade: 20-30 minutes
- Second grade: 30-45 minutes
- Third grade: 45 minutes to 1 hour
- Fourth grade: 1-1 ½ hours
- Fifth grade: 1-1 ½ hours

We believe weekends are for reflection, review, and enjoyment so homework will not be issued over the weekends.

<b>General Student Responsibilities</b>
---

More details on behavior/social habits can be found in each student planner.

### **A Responsible Student....**

- Listens to the adult in charge during the day during class, lunch and at recess.
- Understands that rules and laws keep us all safe.
- Does not chew gum at school.
- Does not bring dangerous items to school.
- Flushes the toilets in the bathrooms.



- Understands that “name calling” hurts other’s feelings.
- Uses proper language at all time.
- Shows respect towards others and their property at all times.
- Eats lunch and talks quietly in the All Purpose Room.
- Understands that there will be consequences, if behavior does not reflect respect and responsibility. The consequences could be as follows: time-out, loss of privileges, detention, and in severe cases, suspension.
- Will always try their best and doing better tomorrow is the key to forgiveness.

Detention is held at lunch time, when necessary. If a child receives a detention, he/she might be asked to eat lunch in a designated area and remain until the lunch hour is over or stand out recess. At all times the staff of Kilmer School wants the parents to be informed of a child’s behavior that has interrupted the educational flow of that day. It is the belief of the Kilmer Staff that all children can be successful if they act in a respectful and responsible manner.

### **Cherry Hill Public Schools: Elementary Code of Conduct**

[www.cherryhill.k12.nj.us/news/conduct/index.cfm](http://www.cherryhill.k12.nj.us/news/conduct/index.cfm)

### **Items Not Permitted in School**

Students in Joyce Kilmer are NOT allowed to bring the following items to school:

- 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
- Scooters, skateboards or any motorized vehicle
- Any other items that common sense would deem as inappropriate in school ex. Toy Guns

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, or any balls brought to school.

<b>Affirmative Action/504/Right to Know Information</b>
---

### **Affirmative Action**

As required by Title IX of the Education Amendments of 1972 New Jersey Administrative Code 6:4-I.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, national origin, or social or economic status handicap or affection 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.

District Affirmative Action Officer: **Ms. LaCoyya Weathington**  
District Affirmative Action Officer  
Central Administration Malberg Building, 45 Ranoldo Terrace, Cherry Hill, NJ 08034. (856)-429-5600

Our school Affirmative Action Officer is: **Mr. Jeffery Davis**  
Inquiries regarding compliance may be directed to: **Nancy Adrian, Manager, Human Resources**

Central Administration Malberg Building, 45 Ranoldo Terrace, Cherry Hill, NJ 08034. (856)-429-5600

### **504 Information**

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. Inquiries regarding compliance may be directed to:

District 504 Officer is: **Ms. Bonnie Mingin**  
Central Administration Malberg Building, 45 Ranoldo Terrace, Cherry Hill, NJ 08034. (856)-429-5600.

Our school 504 Officer is: **Ms. Molly O'Neill**

### **Right to Know**

As required by Act L. 1983, C315, and NJSA 34:5A-1 et seq., guidelines have been established to identify and monitor any hazardous substances in the workplace. Any questions regarding the Worker and Community Right to Know Act may be directed to **Mr. Gregory McCarty** at (856) 489-5794 or email at [gmccarty@chclc.org](mailto:gmccarty@chclc.org)

<b>Cherry Hill Public Schools' Board of Education Policies and Procedures</b>
---

Accessed at the district website: <http://www.cherryhill.k12.nj.us/>

1. On the left side of the opening page click on **News & Info**
2. Click on **Policies and Procedures**

More specifically, some key topic that may interest you are listed below:

- Equal Opportunity/Non-discrimination/Harassment
- Sexual Harassment of Employee/Students
- Employment Protection—Whistleblower Act
- Electronic Surveillance
- Acceptable Use of the Internet
- The Use of Cultural, Ethnic, or Religious Themes in our Educational Program
- Conduct and Discipline
- Substance Abuse
- Suicide Behaviors
- Student Surveys and School-Based Research
- Annual Notification of Rights Under The Protection of Pupil Rights Amendment (PPRA)

<b>Cherry Hill Public Schools: Superintendent's Council</b>
---

Dr. Joseph Meloche	Superintendent
Ms. Lynn Shugars	Assist. Supt. – Business/Board Secretary
Ms. LaCoyya H. Weathington	Assistant Superintendent, Compliance, Equity and Pupil Services
Dr. Farrah Mahan	Assistant Superintendent, PreK-12 and Curriculum
Dr. Kwame Morton	Assistant Superintendent, PreK-12 and Curriculum
Ms. Nancy Adrian	Director of Human Resources
Mr. Anthony Saporito	Director of Security
Ms. Barbara Wilson	Director of Public Relations
Ms. Bonnie Mingin	Section 504 Compliance Coordinator
Ms. Catlin Mallory	Director of Special Education

[Administration Team](#)

**Board of Education Members**

[Board Members](#)

To correspond by mail, you can send a single letter to the Lewis Administration Building; the letter will be copied and distributed to all the Board members. The address is:

Lewis Administration Building: 45 Ranoldo Terrace, P.O. Box 5015, Cherry Hill, NJ 08034 Fax: (856)354-1864