

Cherry Hill Public Schools

Clara Barton Elementary School

Family Handbook

2022-2023



Principal Idalis Kizee

223 Rhode Island Avenue

Cherry Hill, NJ 08002

856-667-3303

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School & District contact information

School

Main Office telephone number:

856-667-3303

Fax number:

856-667-7968

Transportation	Press 0
Absence	Press 1
Nurse	Press 2
School Counselor	Press 3
Child Study Team	Press 4
Main Office	Press 5
SACC Office	Press 6

Principal:

Ms. Iddalis Kizee

PTA President:

Mrs. Jaime Marchese

School Counselor:

Mrs. Jacqueline McComb

Nurse:

Mrs. Lynn Becker

Secretary:

Mrs. Nancy Boye

Office Assistant:

Mrs. Karen Missler

School website:

<https://www.chclc.org/barton>

Twitter:

www.twitter.com/ClaraBartonElem

District

Board of Education:

856-429-5600

SACC:

856-429-6564

Transportation:

856-761-1092

District website:

www.chclc.org

Twitter:

www.twitter.com/ChpsTweets

Upper Administration

Superintendent of Schools	Dr. Joseph Meloche
Assistant Superintendents	Dr. Farrah Mahan Dr. Kwame Morton Mrs. LaCoyya Weathington
Assistant Superintendent of Business	Mrs. Lynn Shugars
Director of Human Resources	Ms. Nancy Adrian

Parent Teacher Association (PTA)

General meetings are held every other month beginning at 7:00 pm in our school library. Parents and teachers are always encouraged to join the PTA and to attend meetings. Please check the school calendar or the PTA link on our school's website for more information and updates. The PTA funds many projects and events for the betterment of our students and their school. They graciously make contributions to our school in the form of educational resources and building needs thanks to the success of various fundraisers. The association is only as good as its volunteers, and ours is excellent! **Take part in the PTA! Please join us this year in standing beside all Clara Barton Elementary School students & staff.**

Attendance

Education is a lifelong process in which students learn through the interaction and teaching of their instructors. It is imperative that students be present in school in order to ensure academic success. Students should be present unless:

- They are sick or have other serious health impairments which prohibit them from being in attendance.
- They are celebrating a religious holiday or have experienced a death in the family

When a child is to be absent, parents are requested to notify the school's Attendance Line. To report an absence, please call

856-667-3303 by 8:30 am. *Voicemail is available 24 hours a day.* All students returning from any absence must present a note to their homeroom teacher. The note should include the student's name, the date the note was written, the dates of absence, the reason for the absence, and should be signed by a parent. If your child visited a doctor, please present the doctor's note to ensure the absence is marked accordingly. Telephone calls made either by, or to, the school on the day of absence do not take the place of a note.

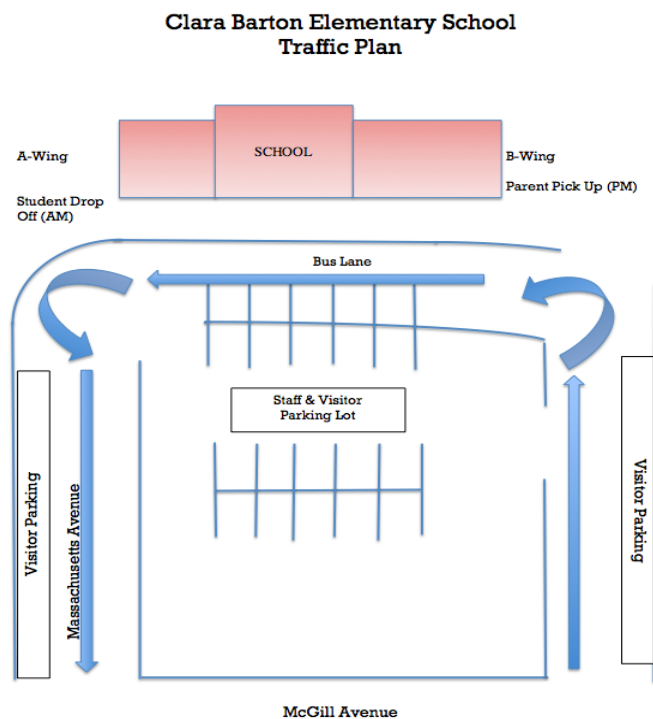
Lateness / Tardiness

Students are marked late if they are not in class by 9:00 am. Any student arriving at school after 9:00 am is considered late. Students who arrive late to school will receive a late pass upon entering the building. Any student arriving after 9:15 am must be escorted into the building by an adult and signed in at the Main Office. Please understand that the incorrect setting of an alarm, oversleeping, or missing the bus are not considered "valid" reasons for lateness. Parents of students with chronic or excessive tardiness whose lateness negatively impacts his/her academic performance will be requested to meet with the principal.

Arrival / Dismissal

Student arrival begins at 8:45 am. **No student is permitted to arrive prior to this time, as supervision is not available.** Parents dropping off students by car in the morning are to **stay in a single file lane along with the buses.** When dropping off students, wait your turn and drop off at the A Wing entrance (see Appendix, p. 20). Have your child ready to exit at the curb, **making sure the student exits from the passenger side.** Remain in a single file while exiting school property and follow the directives of our staff traffic supervisors. Any student arriving at school after 9:00 am is considered late. Students who arrive late to school will receive a late pass upon entering the building. Any student arriving after 9:15am must be escorted into the building by an adult and signed in at the Main Office.

Dismissal begins at 3:30pm in four separate waves. **First Wave:** Students participating in SACC will report to the APR and kindergarten walkers will be dismissed to the B Wing (see Appendix, p. 21). All kindergarten students are handed off directly to a parent. **Second Wave:** Grade 1-5 walkers will exit via the B Wing. **Parents planning to meet their child must park their vehicle and walk to the B Wing pick up location.** **Third Wave:** Kindergarten bus riders board buses. **Fourth Wave:** Grade 1-5 bus riders board buses. Students riding a bus are responsible for reporting to their bus on time. Students who miss their assigned bus should report to the main office to contact a parent for pick up. If you plan on picking up your child prior to dismissal, please communicate this to your child's teacher and/or the main office in advance. We will try our best to have your child packed up and ready for your arrival in the main office. *Please have photo identification ready to present when picking up your child.* **Additionally, you will be required to share your child's student identification number with a main office staff member.**



Bicycles

NJ law requires bicycle helmets. All riders should have locks to secure their bicycles to the bike stands located on the playground. It is important that riders obey all bicycle safety rules and heed crossing guards and safety patrol. An adult must escort kindergarten bike riders to school.

Breakfast & Lunch Program

Breakfast will be available daily from 8:45 a.m. to 8:55 AM in the All Purpose Room. Breakfast consists of an entrée, fruit or juice, and milk. Students that are eligible for a free or reduced-cost lunch are also eligible for a free or reduced-cost breakfast.

Things to remember about the Free and Reduced Lunch Application:

- Only **one** application per household. List all students attending school through the 12th grade via the online application. Please click the link. <https://payschoolcentral.com>
- If your family has a change of income status during the school year, you may complete an application at any time.
- If your child received free or reduced lunch meals last school year, an application must be filled out **every** year if your child still qualifies.
- If we do not receive an application by October 15th and your child currently receives benefits, your child's status will change to full pay for breakfast and lunch.

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

A complete lunch includes one entrée, two servings of fruits and/or vegetables or milk. The milk choices include 1% white, chocolate; fat-free; and 2%. Milk is also available for individual purchase. Various snacks and a la carte items are available on a daily basis and are not part of the complete lunch. Students may bring their own lunch to school if they wish. Please be reminded that students should not bring any glass containers, sharp eating utensils, or knives in their lunch containers.

Computerized Debit Point-of-Sale (POS) System

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

The debit system decreases the need for students to make daily cash payments, thus

increasing the speed and flow of the lunch lines. Please note that if your child receives a free or reduced-price breakfast or lunch, the system provides complete confidentiality using their PIN number. Whether your child buys breakfast or lunch regularly or simply makes an a la carte purchase, the system can be used. The POS system allows students to charge meals if lunch money is forgotten. Cash purchases outside of the debit system are allowed. Most importantly, if for any reason your child forgets his or her lunch or lunch money, a lunch will be provided that can be paid for at a later date. Lunch services are provided on early dismissal and delayed opening days. For further or more detailed information, please contact Aramark, our food service provider at (856) 424-2316

Bullying & Harassment

Per the New Jersey Anti-Bullying Bill of Rights Act (N.J.S.A. 18A:37-24) and Board policy 5131, the Cherry Hill Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or physically aggressive behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its students in an emotionally and physically safe and disciplined environment.

Busing / Bus safety

Transportation provided by the Cherry Hill Board of Education is a privilege. The only request being made in return for this privilege is proper bus behavior that ensures student safety. Treat the bus like it is your classroom, follow school rules, and please remember to:

Arrive at the bus stop about ten minutes before scheduled time	Take assigned seat, sitting at all times
Wait on the sidewalk until the bus comes to a full stop	Wear your seatbelt, it's a NJ law
Keep all objects and body parts in your seat	Help keep the bus clean
Keep all objects and body parts inside the bus	Follow the bus driver's directions
Always ride your assigned bus	Speak softly, using appropriate language

Students must ride the bus to which they have been assigned. **Please do not request a pass to ride a different bus.** Pupils transported to school must return home via the same route. **Parents wishing children to visit friends, relatives, etc., should make plans to do so after the child returns home.**

The District's only responsibility is to transport eligible students to and from their homes.

A pupil may be excluded from the bus for disciplinary reasons by the principal; the parent shall provide transportation to and from school during the period of such exclusion. Below is a copy of the Statute that grants the Board of Education the right to exclude pupils who display behavior detrimental to the safety of other pupils:

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey: Section 18A:25-2 of the New Jersey Statutes is amended to read as follows: "The driver shall be in full charge of the school bus at all times and shall be responsible for order; he shall never exclude a pupil from the bus, but, if unable to manage any pupil, shall report the unmanageable pupil to the principal of the school which he attends."

Emergency bus changes

From time to time an emergency may arise, and you may need your child to be transported on a different bus (shared school projects and social get-together are not considered valid reasons for a bus change). **In all cases, permission will be given for the switch ONLY if it is an EMERGENCY provision and if space is available on the bus.** In such situations, the student must take the following steps:

- | |
|--|
| 1. Secure a note from his/her parent making a request to switch buses for a specific date and stating the reason |
| 2. Secure a note from the adult whose home is the child's destination |
| 3. Submit the notes to the principal for approval |
| 4. After the principal's signature is obtained, give the approved notes to the bus driver when boarding |

Child abuse / Neglect

Any knowledge or suspicion of child abuse and/or child neglect by law must be reported, immediately, to the New Jersey Department of Children Protection and Permanency (<http://www.nj.gov/dcf/about/divisions/dcpp/>). Failure to make a report is a violation of the law. All information is kept confidential. The building administrator, school nurse, and school counselor have further information relating to this process.

Delayed opening

Schedule for Two-Hour Delayed Opening:

Grades K-5 (11:00 - 3:30)	Recess will be canceled
Breakfast WILL NOT be served	Lunches WILL BE served
SACC remains open before the school day begins, normally at 9:00 am on two-hour delays.	

In the event of a two-hour delayed opening, regularly scheduled transportation will be delayed accordingly. For example, a child regularly scheduled to be picked up at 8:30 am would be picked up at 10:30 am. Although they may be inconvenient, two-hour delays enable the district to avoid extending the school year.

Emergency school closing

If weather conditions cause a delayed opening, interruption or cancellation of school, word of the closing will be announced using many sources. An automated phone call will be delivered to the primary phone number you provide the school district. It is strongly recommended that you plan in advance for the possibility of an early dismissal. Please ensure that your child is aware of your family's contingency plan and provide the plan in writing to your child's teacher.

Discipline code

The Cherry Hill Board of Education has adopted a district wide Elementary School Code of Student Conduct. This code is in place to ensure the safety and well being of all students and staff. You can view the entire code online here: [Elementary School Code of Student Conduct](#).

Dress code

The Board of Education recognizes that each pupil's mode of dress and grooming is a manifestation of the pupil's personal style and individual preferences. The board will impose its judgment on pupils and parents only when a pupil's dress and grooming affect the educational program of the schools. Board of Education Policy #5132 can be accessed online here: [Student Dress Code](#). **School administration shall determine whether the dress or grooming of pupils comes within these prohibitions.**

Early dismissal

A student who needs to leave school early for a legitimate reason must bring a note from his/her parent, to the classroom teacher, indicating the child's name, classroom and the day and time that s/he must leave school. A contact telephone number should be included in the note as the Main Office may need to verify the note via a telephone call. Parents should have photo identification ready to present and report to the Main Office to pick up their child to officially sign them out of school. If for some reason the parent picking up his/her child is running late, kindly call the office so your child is not losing valuable class time.

Field trips

Field trips will be considered as instruction and planned as such, with definite objectives determined in advance. Appropriate instruction will precede and follow each trip. Students are expected to dress appropriately and to conduct themselves courteously at all times during field trips. All school rules are in effect during field trips. Denial of student participation for field trips shall not be used as a disciplinary measure. However, students may be barred from field trips when there is a serious concern for their own safety, or the safety of others. **All students attending field trips must ride district appointed transportation to the trip location and back to school. Parents can only sign out their child once transportation has returned to school.**

Fire & Security drills

In an effort to be prepared to respond to an emergency, staff and students participate in various types of drills during the school year. School security drills occur twice per month so that students know how to react, in the unlikely event of an emergency. Bus evacuation drills are held twice per year in conjunction with our bus companies so that students know how to exit the bus in an emergency situation.

Health / Nurse service

The school nurse is on duty every school day. Children who have been absent three days or longer should bring a doctor's note upon return to school. Please be reminded that sick children should not be sent to school. It is necessary for the well-being of all children that following an illness, students should not return to school until their temperature is normal for a 24 hour time period without medication and other symptoms have subsided.

Reporting Absences

If your child will be absent from school due to illness, please call the school before 8:30 am to report his/her absence. The telephone number to call to report an absence is

856-667-3303, follow prompt #1 to report a student absence. When you call, please state your child's name, teacher's name and the type of illness your child has. The Health Office will be alerted in case other students in the class exhibit similar symptoms.

Medications/Treatments

Students are not to bring any kind of medication to school or to self-administer any type of medication. If a child is required to take medication during the school day, a physician must prescribe the medication and the parent through the nurse's office must arrange the administration. The physician's written order must include the diagnosis, the name of the medication, the dosage, the date, and the time(s) of the day to be administered. **All medications and prescriptions are to be brought in their original containers to the nurse's office by a parent.** This better ensures the health and safety of all students. Before the close of the school year, a parent must retrieve all unexpired and/or unused medicine.

First Aid

According to State regulations, treatment by the school nurse is limited to first aid care for injuries occurring at school. Injuries incurred other than at school must be cared for at home.

Health Screenings

Your child will be screened, yearly, in height/weight, hearing, and vision. Deviations from the norm will be screened a second time, followed by parental notification should a deviation again be noted.

Injuries

If your child has sustained an injury and cannot participate in physical education, a written note is required. If an injury will cause a child to miss more than one gym period, a physician's note is required. Children not participating in gym are not permitted to participate in recess.

Physical Examinations

Physical exams are required of all new enrollees, as well as students in kindergarten and 5th grade. Since your family physician is more familiar with your child, you are encouraged to take him/her to their office for an examination, and request that a report is sent to the school.

Intervention & Referral Services (I&RS)

Clara Barton Elementary School operates a multi-disciplinary team in order to assist students who appear to be experiencing academic, behavioral, social, or emotional difficulty. Any staff member or parent may request that a child's needs be considered by the team. Further information may be obtained from the principal, school counselor, or classroom teacher.

Lost & Found

Found items will be sent to the Lost and Found container placed in the APR. Small and/or valuable items (watches, rings, electronics, money, etc.) are secured in a separate location in the Main Office. Students are encouraged to check the Lost and Found as soon as they realize an item is missing. Parents and students should label important personal items such as coats, jackets, and book bags, etc. Items not claimed will be on display before Winter Break, as well as the close of the school year. All items unclaimed at the close of the school year will be donated.

Lunch information

Lunch for the 2021-2022 school year will be free for all students. More information about our district's lunch program can be found online here: [Cherry Hill Elementary Schools Meal Payment System](#).

Class / Birthday celebrations

Throughout the school year, classes have opportunities to celebrate various occasions. However, class parties are limited to the following events: Halloween parade and celebration, Winter celebration, End of the Year celebration.

Teachers also allow students to bring in cards for each member of the class on Valentine's Day. Birthdays are acknowledged in the classroom; however, formal birthday parties are to be held outside of school. Invitations to private parties should not be distributed in school.

Lunchroom procedures

1. Students enter the room quickly and quietly and either enter the lunch line if buying food/drink or are seated at their assigned tables.
2. Students are expected to finish their lunches prior to the end of the lunch period, including throwing trash away and keeping their seating/table area clean.
3. Lunch supervisors will give children a visual signal prior to the end of the lunch period, indicating that all students should be seated and finishing their lunches quietly.
4. Lunchroom supervisors dismiss the students when their table has been checked.
5. School Constitution expectations act as our overarching rules for the lunch room.

Parent / Teacher conferences

Parents are encouraged to maintain ongoing communication with teachers through email, telephone conferences and/or in person conferences arranged throughout the year. Annual Parent-Teacher conferences are held in the winter for every student. Typically, parents can sign up for a winter conference time slot at Back to School Night. When a parent has a specific concern, s/he should first contact the appropriate staff member (teacher, school counselor, nurse, etc.) to remedy the situation. If the concern continues, s/he should contact the principal.

Parking

When visiting our school, you are welcomed to park in our main lot located directly in front of the building. Please know that this lot is typically full with staff vehicles. Additional parking can be found along Massachusetts Avenue and the right side of our school's main entry way off of McGill Avenue.

Personal property

The school district can assume no responsibility in the event of loss, theft, or damage to personal property. Therefore, students are not to bring to school large sums of money, valuable jewelry, or any other items of value.

Personal Electronic Devices (Cell Phones)

Per the Children's Internet Protection Act, the district employs filtering software designed to block harmful and inappropriate content; however, we are unable to monitor smartphone and personal electronic device (PED) use in the same manner. We recognize that completely banning cell phones from school altogether would be problematic, so instead, we are requiring that students keep their phones (and PEDs) powered off and in their backpacks at all times.

Pick up / Drop off

A student is not permitted to leave the school via a privately owned vehicle with anyone who has not been clearly identified as his/her parent/guardian or a person authorized to act on the behalf of the parent/guardian. To ensure the safety of the students, office and parent pick-up supervisory staff is permitted to request a form of photo identification to verify the identity of anyone arriving to pick up a student. Parents are prohibited from riding on the bus during the hours that children are being transported unless they have been approved to chaperone a field trip. Please refer to the "Arrival/Dismissal" section and traffic map for more details.

Policies

Board Policy is available on the district webpage at <http://www.chclc.org>. Please contact the Main Office if you would like a copy of any specific policy.

Recess

Students have approximately twenty-five (25) minutes of recess on a daily basis. Most often, recess is held outside on the playground in the rear/side of the school building; therefore, students should dress accordingly. Educational assistants provide supervision and monitor student behavior. Please encourage your child to respect the adults and their peers. During times of inclement weather, indoor recess is held in classrooms. Appropriate indoor games and activities are provided under educational assistant supervision. Recess is meant to be a time for our students to engage in positive play with their peers. It is critical that they learn the skills of playing games, connecting with friends, and learning to interact independently. It is also critical that the students understand that bullying is taken very seriously. We will continue to work with the students throughout the year to help them understand the difference between conflict and bullying, and the importance of supporting one another in positive ways while making healthy choices.

Related Arts / Encore

Art

The Clara Barton Elementary School Art program helps to promote a student's understanding and appreciation of art. Various techniques and styles of art from different cultures and different time periods are studied. Students are encouraged to use a variety of media to develop their own creativity. Throughout the year, art projects are related to classroom projects to reinforce holistic learning. All students have an opportunity to showcase their work in ongoing hallway displays. Students in grades 1-5 participate in the Elementary Art program one time per week.

Instrumental music

Instrumental Music lessons are provided by a certified professional who instructs children in grades 4 & 5 in all aspects of learning to play and master a musical instrument and read music. Students taking instrumental music lessons will have an opportunity to showcase their talents at our annual winter and spring concerts.

Library

The library is a quiet place to read, conduct research, gain information about projects and check out books. The library has a wide range of resources for students and staff. Students are encouraged to treat all materials in the library with respect. Students who

damage or loose materials are expected to make restitution for the lost or damaged items before the close of the school year. All students will be provided the opportunity to visit our library once per week.

Music / Chorus

The music curriculum for young children includes many opportunities to explore sound through singing, movement, listening, and playing instruments, as well as introductory experiences with verbalization and visualization of musical ideas. The music literature included in the curriculum will be of high quality and lasting value, including traditional children's songs, folk songs, classical music, and music from a variety of cultures, styles, and time periods. Students in grades 1-5 receive music instruction on a weekly basis. All grade 5 students participate in our chorus program which meets one time per week.

Physical Education

The Cherry Hill School District is dedicated to the belief that physical education is an essential component of the total education of students. Physical Education is offered to each child in grades 1-5 twice per week. All students are required to participate in Physical Education except in the event that:

- A student has an illness or injury which excuses him/her from Physical Education.
- A student has a written doctor's note excusing him/her from Physical Education for an extended period of time.
- A student does not have the proper attire/footwear to participate in Physical Education classes for one period.

Computer Science

The technology curriculum helps integrate individual classroom learning with current forms of technology usage. Students develop needed technological skills as well as supplement in class learning by completing units that are integrated with classroom instruction. The students use a variety of educational resources, including laptop computers, Smart Boards, iPads, and USB Document Cameras to facilitate these skills.

Related Services

Basic skills reading

Basic Skills Reading services are provided by a certified professional who uses strategies to help develop a strong basic reading foundation for students who are in need. Students are eligible for Basic Skills Reading services based on teacher recommendation and a variety of assessments. Services are provided 2-4 times per week, generally to identified students in grades K-2.

Counseling services

School Counseling helps students to strengthen self-concepts, enhance their ability to solve life problems and explore positive attitudes. A Counselor develops individual, small group and classroom activities to address the social, emotional, behavioral and

academic aspects of a child's life. Counselors are available to consult with parents, teachers and others regarding issues related to a child. All School Counselors in the district of Cherry Hill are certified professionals.

ELL (English Language Learners)

The primary goal of the ELL program is the development of essential skills that will enable the student to function successfully in the mainstream of American schools and society. ELL instruction in Cherry Hill is an integrated process of developing useful and necessary communication skills. Speaking, reading, writing and listening skills are developed and improved through the use of literature-based thematic units.

TAG (Talented & Gifted)

TAG seeks to meet the needs of students primarily through "pull out" sessions whose depth of understanding, higher level thinking skills, speed of learning, and related affective needs fall into the range of gifted potential. Students are identified for the TAG program through a variety of assessments. The amount of time students spend with the TAG teacher tiers upwards based on grade level.

Speech / Language

Cherry Hill's Speech and Language department's mission is to ensure that all students with speech, language, and hearing disorders, which are negatively impacting academic progress, have access to quality services to help them effectively communicate. A student's IEP determines how often a student receives services.

Report cards / Grading

Student report cards are issued after the close of each marking period. You may contact your child's teacher anytime during the school year regarding his or her progress. Collaboration between home and school are necessary to ensure your child's success. The following student profile keys will be used to communicate your child's progress:

Grades K - 5 Developmental Continuum

E: Emerging - The student is beginning to understand grade-level concepts, skills, and strategies.

D: Developing - The student understands and is starting to apply grade-level concepts, skills, and strategies.

T: Transitional - The student understands and usually applies grade-level concepts, skills, and strategies

P: Proficient - The student understands and consistently and independently applies grade-level concepts, skills, and strategies.

(NA) = Not assessed at this time (*) = See teacher comment

School hours

Grade level(s)	School starts	Half day dismissal	Regular dismissal
K-5	9:00 am	1:00 pm	3:30 pm
* Two hour delay schedule is 11:00 am - 3:30 pm *			

Standardized testing

Students in grades 3-5 are required to take standardized assessments issued by the state of New Jersey. Mathematics, science and language arts are the core academic subjects focused on within the assessments. Information regarding these assessments will be provided as the test dates near.

Transfers

A copy of a transfer card must be obtained from the Main Office when a child is moving out of the district. Student records are forwarded when requested from the school to which the student is transferring. A transfer card is also required when a child moves into the district during the school year.

Truancy / Excessive absence

The school administrator will make referrals for truancy, or excessive absence, to the district's Attendance Compliance Officer. This individual will investigate the causes of the excessive absences and take appropriate action. Please ensure that your child/ren are regularly at school and on time!

Twitter - @ClaraBartonElem

At Clara Barton Elementary we are always tweeting! We can be found on Twitter at <https://twitter.com/ClaraBartonElem> or by conducting a general search on the site (enter *Clara Barton Elem* in the search box). Stay informed by following us!

Visitors & Volunteers

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

- During school hours, ONLY the main entrance should be used to enter the school
- Push the doorbell/intercom to communicate with our main office staff
- Look at the camera so that our staff can clearly see your face
- Identify yourself by speaking into the intercom – Stating your name and purpose
- Present your child's ID number and have ID with you at all time
- When our staff verifies your identity, they will provide direction and assist you accordingly
- If entering our building, report directly to the main office

1. To deliver items, please use the main entrance call system. Students will be called to the

main office to pick up the item(s).

2. To pick up a sick child: Please report to the main office and sign out your child. He/she will

be in the nurse's office, adjacent to the main office.

3. To speak to a teacher: Communication with teachers is available through email, voicemail, and conferences. Arrangements for conferences should be made in advance. Please contact the main office to set an appointment or schedule. Upon arrival for a scheduled appointment, report to the main office. Teachers will be notified of your arrival for the meeting.

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

WE ARE Family

Each month students and staff will participate in WE ARE Family Days. On these designated days, staff will lead students in family meetings focusing on our school's established WE ARE Words. The goal of this program is to provide students with the opportunity to learn from, and socialize and work with peers/staff from various grade levels/subject areas.