



**Parent/Student Handbook
2018-2019**

Bret Harte Elementary School

1909 Queen Anne Drive

Cherry Hill, NJ 08003

856-795-0515

<http://harteweb.chclc.org>

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Cherry Hill Public Schools

Bret Harte Elementary School

1909 Queen Anne Drive
Cherry Hill, NJ 08003



Dr. Neil Burti, *Principal*
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Phone: (856) 795-0515
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August 2018

Dear Bret Harte Families,

Welcome to a new school year! I am excited for September and hope that you are looking forward to another great year of exploring, learning, and growing.

Your continued support, your child's effort, and the developmental and instructional expertise of the Harte teachers create a conducive learning environment which ensures that each and every child is successful. At Harte, we continue to focus on developing the whole child by providing all students with a variety of opportunities to develop academically, socially, and emotionally. My goal is, and will continue to be, providing the vision and support necessary to ensure success throughout this year and into the future.

At Bret Harte we have made a commitment to developing students of staunch character. To that end, our character development initiative asks all school staff, parents, and students to "Be Harte S.M.A.R.T." The letters in S.M.A.R.T stand for character traits that we would like to see our students develop and demonstrate at school, home, and in the community. The S.M.A.R.T. acronym identifies the following core values that we expect all of our stakeholders to embody:

- S = Striving for Excellence
- M = Mindfulness of Others
- A = Acceptance
- R = Responsibility
- T = Teamwork

As the principal, I am looking forward to working closely with you again this school year and continuing to develop meaningful relationships with all of our Harte families. I hope to see you throughout the year at various events as they truly keep our community connected. I urge you to stay in contact with me and your child's teachers via e-mail, telephone calls, conferences, e-boards, and the Bret Harte website. I firmly believe that the home-school partnership is the key to a successful school year!

Sincerely,
Dr. Neil Burti
Principal

Staff Listing	
Dr. Neil Burti	Principal
Kelly Bivins	Secretary
Support Services	
Terry DiMedio	Nurse
Nicole Overbey	Literacy Teacher Coach
Sara Egan	Guidance
Alan Goldberg	Learning Consultant
Kelly Deegan Jennifer Gomez	ESS Clinician / LCSW
Karen Korobellis Andrea Donati	Occupational Therapy
Shirley Graves Wendy Kaltz	Speech
Special Education Teachers	
Taylor Buck Christine Ferro Kevin Flood Amy Fowles	BES
Betty Lanza Judi Mayo	Resource
Grade Level Teachers	
Brenda Parent Sara Weber	Kindergarten
Mandy Baker Anne Gillooly Sara Valli	First Grade
Emily Batt Tara Bredeck Jenn Carey	Second Grade
Jaimie DeMarco Dana Kleinman Angela Naccarato Kelly Toscano	Third Grade
Joyce Doenges Kerry Floyd Jan Hardin Jen McCann	Fourth Grade
Karen Fulcher Arielle Peralta Nicole Slattery	Fifth Grade

Specialty Area Teachers	
Art Johnston Mike Robinson Andrea Tierney	Art
Liz Stern	Library
Laura Harmon Orville Harris Jake Weber	Music - General
Rich Beckman	Music – Instrumental
Lori Ferranto Lindsay Karp John Lauk	Physical Education
Stephanie Corey Jacki Kamison	SI
Stephany Sanchez Jasmine Vale	Spanish
Educational Assistants	
Liz Alper	Indira Murali
Choy Anthony	Donna Park
Missy Callahan	Ginny Pelfrey
Melissa Cattai	Debby Race
Natalie Celestino	Robin Rapport
Faith Cheetham	Jamie Robertson
Eileen Chung	Fran Schmutz
Maria Grillo	Dan Shefer
Bob Higgs	Janet Sippel
Shelly Hollingsworth	Arlene Vega
Katrina Knott	Jennifer Weiss
Kaitlyn McCloskey	Ilene Windreich
Regina Moffett	
Maintenance Staff	
Lester Jones	Head Custodian
Maria Pena Carmen Torres	Night Custodians

School Hours

Regular School Hours

GRADE	BEGIN	END
1 - 5	9:00 am	3:30 pm
AM Kindergarten	9:00 am	11:30 am
PM Kindergarten	1:00 pm	3:30 pm

Early Dismissal

GRADE	BEGIN	END
1 - 5	9:00 am	1:00 pm
AM Kindergarten	9:00 am	11:30 am
PM Kindergarten	10:30 am	1:00 pm

Delayed Opening

GRADE	BEGIN	END
1 - 5	11:00 am	3:30 pm
AM Kindergarten	11:00 am	1:30 pm
PM Kindergarten	1:00 pm	3:30 pm

Morning Arrival

- ❖ **Students are not to arrive at school prior to 8:45 am.** Staff is not available to supervise them before this time. If you need child care before and/or after school, please contact the SACC (School Age Child Care) office at 856-429-6564 for more information.
- ❖ If driving your child to school, please use the main parking lot for morning drop-off. You may only enter the main parking lot from Queen Anne Road via Brian Drive or Arthur Road. For safety reasons, please do not pull straight into the main parking lot from Country Club Drive. Once in the lot you will be instructed to pull all the way around the curve down to the cone outside of the new wing. Children must exit on the passenger side of the vehicle and walk directly to the nearest curb. This will allow for student safety and the most efficient procedure for all parents involved. Cars will only be permitted to exit the lot at the far end and **ONLY** make a right turn onto Queen Anne Road.
- ❖ No cars are permitted to drop-off or park in our bus lane which is the area in front of our main parking lot on Queen Anne Road.
- ❖ If you need to exit your car or spend more time with your child than a quick drop-off, please do not use the main parking lot. You may park your car in a legal spot on the surrounding streets.
- ❖ Once students arrive at school, they should report to the following places:

Outdoor Line Up

Grades K, 1, and 2 – blacktop on the right side of the building

Grades 3, 4, and 5 – back playground

Indoor Line Up (Inclement Weather)

Grades K, 1, and 2 – the hallway outside their classroom

Grades 3, 4, and 5 – the APR

Afternoon Dismissal

Students are dismissed in an orderly fashion via our public address system starting at 3:30 pm.

Walkers are dismissed first.

- ❖ If walking home, students should exit the building and proceed directly home.
- ❖ If students will be picked up, please remember that both the large and small lots are **CLOSED** during afternoon pick-up. We ask that you park in a legal spot on one of the surrounding streets.
- ❖ **All students must be picked up by 3:45 pm.** Children who have not been picked up by that time will be brought back into school. A parent or guardian must come into the building and sign the child out.

Bus students will be dismissed by bus number as the buses arrive.

- ❖ Bus riders may only ride the bus to which they are assigned.
- ❖ Due to insurance reasons, walkers are not permitted to ride buses.
- ❖ If you have concerns about your child's bus being late, please call the Transportation Hotline at 856-761-1092.

Emergency School Closings and Delayed Openings

School Closing and Delayed Opening information is available through many sources including:

- ❖ Automated phone calls to your home phone number on file with the district
- ❖ Notifications through the Cherry Hill Public School's ParentLink App which is available for free on your smart phone
- ❖ Cherry Hill Public Schools website - www.chclc.org
- ❖ Bret Harte website - <http://harteweb.chclc.org>
- ❖ Comcast Cable channel 19

Delayed Openings – school will start 2 hours later for all students except PM Kindergarteners.

- ❖ Buses will follow their normal route with a 2 hour delay – except for PM Kindergarten, which will keep its regular schedule.
- ❖ Students will still have lunch at their regularly scheduled time and Aramark lunches will be available for purchase.
- ❖ Please see the section on **School Hours** on Page 6 for more details about schedules on these days.

Attendance and Lateness

If your child is going to be absent or late for any reason, please inform the school by calling 856-795-0515 and pressing 1. This is a voicemail system that can be accessed at any time. If a child is absent or late, and we have not been notified, the district's automated system will call and email you using the contact information we have on file.

Absence: Every child is expected to be in school every day except for illness, religious holidays, and emergencies. Please note that any student absent for five or more days is required to submit a doctor's note stating the reason for the absence and that the student is ready to return to school.

Lateness: Equally important to regular attendance at school is having children arrive at school on a timely basis. Developing punctuality is important in the development of a lifelong habit. Late arrivals cause our students to miss critical learning time and cause disruptions in the classroom. Any student arriving late must be brought to the main office so that a parent or guardian can sign them in. Please do not send children into the building by themselves after 9:00 am.

Early Dismissals

To be dismissed early, students should bring a note from home requesting the early release. Parents/guardians should report directly to the main office to pick up the student, inform the main office personnel of the student's name, his or her teacher's name, and sign the early dismissal log. The main office personnel will call the student from the classroom. **Early dismissals should not be requested after 3:15 pm unless an emergency exists.**

Visitors

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

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

Telephone Calls and Cellular Telephones

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

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

Breakfast and Lunch

Breakfast and Lunch services are provided on delayed opening and early dismissal days.

Breakfast will be available daily from 8:30 to 8:55 am in the All Purpose Room. Students that are eligible for a free or reduced cost lunch are also eligible for a free or reduced cost breakfast.

Lunch is generally held in the All Purpose Room, although certain events and schedules will occasionally necessitate lunch taking place in classrooms. Lunch periods are under the supervision of assigned

educational assistants and the principal. Students should not bring any glass containers, sharp eating utensils, or any knives in their lunch containers. As Harte School continues our sustainability initiative, we encourage you to pack your child's lunch in a lunchbox and reusable containers to help minimize our waste.

Computerized Debit Point-of-Sale (POS) System: If you choose to purchase your child's breakfast and/or lunch, the POS debit system allows you to prepay by cash or check (please make checks payable to Cherry Hill Food Services). 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. The system can be also be used to buy a la cart items such as milk and snacks. 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.**

Free/Reduced Breakfast and Lunch Program: To apply for the Free/Reduced Breakfast and Lunch Program, you must complete the online form which can be found on the district website – www.chclc.org/parents. If your child received free or reduced priced breakfast and lunch last year, this will automatically continue through the month of September until the new forms are processed, but **you must re-apply each year.**

Current Aramark prices:

Breakfast	\$1.65 (reduced cost is \$0.30)
Lunch	\$2.80 (reduced cost is \$0.40)
Milk	\$0.75 (a la cart price)
Snacks	Various

For more information about Aramark's breakfast and lunch menus and other offerings, please follow the link on the District and Harte website or call the Aramark offices at 856-424-2316.

Recess

Students have approximately 25 minutes of recess every day. Recess is held outside on the playground in the rear of the school building and students should dress accordingly. Educational assistants provide supervision and monitor student behavior. Please encourage your child to respect the adults in charge as well as their peers. During inclement weather, indoor recess is held in classrooms. Appropriate indoor games and activities are provided under educational assistant supervision.

Recess is meant to be a time for our students to engage in positive play with their peers. It is critical that they learn the skills of playing games, connecting with friends, and learning to interact independently. It is also critical that the students understand that any bullying is taken very seriously. We will continue to work with the students throughout the year to help them understand the difference between normal conflict and bullying, and the importance of supporting one another in positive ways. **NO BULLYING, NO ROUGH PLAY AND NO HARRASSING!**

Health Office

Mrs. DiMedio, our school nurse, handles a variety of student medical issues, maintains medical records on each student, teaches important health lessons to our students, and screens children as indicated by district policy.

If a student becomes ill during the school day, he or she will be given immediate attention. You will be notified if your child is too ill to return to class and must be sent home. Please remember that sick children should not be sent to school. It is necessary for the well-being of children that following an illness, they should not return to school until their temperature is normal for 24 hours without medication and other symptoms have subsided.

Students are not to bring any kind of medication to school or to self-administer any type of medication. If your child needs to take medication during school hours, you must contact Mrs. DiMedio directly and complete the necessary paperwork. All medications and prescriptions are to be brought to the nurse's office in their original containers and stored in the nurse's office.

Allergy Awareness: With the growing number of allergies in our school, we have minimized the times when food is allowed in our classrooms to ensure the safety of our students. **We ask that you avoid sending any edible treats throughout the year.** Further details regarding food in the classrooms will be shared with head room parents. If you would like to celebrate your child's birthday in school, please consider being a mystery reader or donating a book to the classroom library in your child's name.

See Appendixes (pages 15-16) – Allergy Aware Letter and Non-Food Alternatives for Birthday Celebrations.

Teams and Specialists

Guidance: Our school counselor, Mrs. Egan, is involved in various aspects of the students' program. The Elementary School Counseling Program is structured to focus on two aspects of a child's development: character education and conflict resolution. In the primary grades, counselors work with students to show them how to build and develop relationships. In the upper grades, counselors work to help students develop self-image, to resolve conflicts with others, and to handle pressures.

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 also participate in these meetings. Harte School's CST Case Manager is Mr. Goldberg.

Literacy Teacher Coach (LTC): Our LTC, Ms. Overbey, provides professional development for teachers and parents while also supporting student learning in small group settings. As a certified reading specialist, Ms. Overbey's area of expertise is language arts literacy.

Special Areas Teachers (Art, Library, Music, Physical Education, Spanish, and SSI): In order to provide a well-rounded educational experience, students in 1st through 5th grades meet with special area teachers on a weekly basis. Often these teachers collaborate with classroom teachers and/or support building goals as they teach the students.

- ❖ Library takes place once per week to select books, learn how to use the media center, and strengthen information technology skills.

- ❖ Physical education classes take place twice per week. In PE, the students focus on wellness and lifelong skills that develop and maintain a healthy lifestyle.
- ❖ Art, Music, Spanish, and SI allow students opportunities to develop their abilities in visual and performing arts, begin understanding a different language, and build their computer literacy skills.

Home/School Communication

Communication is vital to the educational success and experience of your child. By working together, we can ensure your child's academic, social, emotional, and behavioral growth. Contact information for all staff is available on the Harte website. Additionally, home/school communication takes place through the following ways:

- ❖ Scheduled parent/teacher/student conferences
- ❖ Interim reports
- ❖ Student report cards
- ❖ Notes in student planners
- ❖ Telephone calls
- ❖ Email messages
- ❖ The Harte School website at <http://harteweb.chclc.org>
- ❖ The Cherry Hill Public School District website at www.chclc.org
- ❖ Staff e-Boards
- ❖ PTA meetings
- ❖ Letters
- ❖ Bret Harte E-Loop – the PTA will send out email blasts about calendar changes, school events, and updates to those who sign up for the service. To be added to the distribution list, go to the school website, then click on following links: PTA → Harte's Hallways → Join our Mailing List

Student Dress

At Harte School, it is our aim as educators to help in establishing and maintaining high expectations and standards in all areas including the area of student dress. The most sensible guideline for parent(s)/guardian(s) to employ is that your child should always be neat, clean, and dressed appropriately for the school setting and the weather conditions. Any type of clothing that is extreme or distracting should be considered inappropriate.

On days that your child has physical education (PE), please have him or her wear clothing that can be easily cared for if soiled during PE class. Sneakers are required in order to participate in PE.

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

Items Not Permitted in School

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

- ❖ Electronic games, radios, CD players, and MP3 players
- ❖ Dangerous items such as razors, pen knives, matches, sharp/pointy objects, can openers, etc.
- ❖ Items that are brought to school for the purpose of selling them to teachers and other students
- ❖ Trading or game cards of any type (i.e. Baseball, Pokémon cards)
- ❖ Scooters, skateboards, or any motorized vehicle
- ❖ Any other items that common sense would deem as inappropriate in school

Footballs, 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 day including AM line-up is strictly forbidden. The student's name should be clearly written in large letters in permanent marker on any equipment brought to school.

Grading System

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

Grades K—5

Performance Level Indicators of the skills included in the grade level Common Core Standards for the current reporting period

4 - Indicates an extended understanding and application of skills

3 - Indicates an expected understanding and application of skills

2 - Indicates a developing understanding and application of skills

1 - Indicates a minimal understanding and application of skills

Student Activities

Chorus: The Harte School Chorus, under the supervision of Mr. Harris and Mr. Weber, includes all 5th 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.

Instrumental Music: Instrumental music lessons, under the supervision of Dr. Beckman, are available to any interested student in the 4th and 5th grades. The desire to learn is the only requirement to begin instrumental music lessons. Instruments may be rented for a nominal fee. Group lessons and band or orchestra rehearsal take place weekly. Outstanding performers may be recommended for participation in the All Cherry Hill Band, All Cherry Hill Orchestra, or the All South Jersey Band.

Safety Patrol: The Safety Patrol is made up of interested 5th grade students under the direction of Mrs. Valli. 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.

Lost and Found

All unclaimed articles found in school or on school grounds are stored in the Lost and Found box located in the hallway by the main office. 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 with your child's name!** It is recommended that students avoid bringing valuables or irreplaceable items to school. The school cannot be responsible for items that are lost, damaged, or otherwise missing. Lost and Found clothing is periodically purged by donating it to local charities.

Parties

Throughout the school year, classes have opportunities to celebrate various occasions. However, class parties are limited to the following events:

- ❖ Halloween parade and parties
- ❖ Winter holiday parties
- ❖ End-of-year celebrations/picnics

Teachers also allow students to bring in cards for each member of the class on Valentine's Day and a treat is often provided by the room parents. Birthdays are acknowledged in the classroom however formal birthday parties are not held. **To avoid hurt feelings, invitations to private parties should not be distributed in school unless the whole class is invited.**

Student Discipline

Teachers have the authority and responsibility to maintain discipline in the classroom that is consistent with district and school policies. Classroom rules and procedures are established, announced, reinforced, and maintained throughout the school year. Habitual or serious disciplinary issues will be referred to the principal's office. In such cases, appropriate actions, in conjunction with the student's parent(s)/guardian(s) will be taken.

Our district-wide Elementary School Code of Conduct can be reviewed at the following link:
<http://www.chclc.org/our-district/student-code-of-conduct>

Parent Teacher Association (PTA)

Harte School enjoys the benefits and advantages of an active and supportive 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 programming. The advice, opinions, and general support are an invaluable asset to our school. All parents and guardians are encouraged to become active members of the PTA and active members of our school.

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



Cherry Hill Public Schools

Bret Harte Elementary School



Dr. Neil Burti, *Principal*
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Dear Parents and Guardians,

We currently have a number of students at Bret Harte with a variety of food allergies and dietary issues. Therefore, school celebrations where foods are served can pose potential risks to the health and safety of these students. We also have an obligation to reinforce choices that promote and value a healthy mind and body. We want to continue to maintain a festive spirit for all children and still protect students from exposure to life-threatening situations. The purpose of this correspondence is to remind our community that we are an allergy aware school and therefore need to strictly adhere to the guidelines identified below.

In accordance with the New Jersey Department of Agriculture and Cherry Hill Board of Education Polices we are prohibited from selling, serving, or giving away the following during the school day:

- Foods defined as having minimal nutritional value
- Any food or beverage with sugar as the first ingredient
- All forms of candy

In addition, we have adopted the following practices to minimize the risks to our vulnerable students:

- All party snacks will be organized by our PTA in collaboration with our school nurse
- Parents can always send in an “alternate” snack for their child should they choose
- Birthday treats have been replaced by birthday readers to celebrate that special day
- An alternative list of non-food celebratory options has been added to the school handbook

Harte School has nearly 500 children and adults in the building every day. In addition, we are fortunate in having many parent volunteers in and out of our school frequently. Despite the large number of people at Harte daily, we have been able to develop and maintain a strong sense of community. With so many people coming and going, there is always the chance that an allergen can be introduced. Please be mindful of what you bring or send into school, not just in terms of food products, but also scents (perfumes, colognes, highly scented hair products, and tobacco). Thanks for your support in helping us to keep all of our children safe and healthy!

Sincerely,
Dr. Neil Burti
Principal



Non-Food Alternatives for Birthday Celebrations

Be a Mystery Reader

Be a Recess Volunteer

Donate a classroom book

Donate a Classroom game for indoor recess

Donate Classroom supplies (crayons, word searches, etc...) for indoor recess

Donate a ball or items (jump ropes, chalk, etc...) for outdoor recess

Send in a non-food item or goodie bag (pencil, eraser, stickers, etc...)

Classroom Dance Party with favorite music

Share your Expertise (be a guest teacher about a topic you know well)

Please note that the schedules, interests, and needs of classrooms vary greatly – therefore please contact your classroom teacher directly to arrange for any classroom celebration