

Harding Elementary School

426 Boulevard Kenilworth, New Jersey 07033

**Student/Parent Handbook
2022/2023**



KENILWORTH

The community of Kenilworth was developed in the late 1800's as a real estate venture by a group of businessmen from Elmira, NY. Originally, this real estate venture was named New Orange Industrial Association. In 1904, after some of the original partners died, the Principals referred to their real estate project as "Kenilworth."

The members of the Kenilworth Realty Corporation belonged to a literary society that they called the Kenilworth Club. The name of the club, which had been established prior to the formation of Kenilworth Realty, was adopted from Sir Walter Scott's famous 19th century novel, *Kenilworth*, featuring Kenilworth Castle, one of the most historic castles in England.

On June 18, 1907, New Jersey Governor Stokes signed a Bill of Incorporation allowing the town to be known officially as the Borough of Kenilworth. Since 1937, the borough has used the likeness of Kenilworth Castle as its official Borough Seal. It appears on police cars, flags, and fliers throughout the community.

WARREN G. HARDING ELEMENTARY SCHOOL

Depending on the location of where the children of "Kenilworth" lived, they either attended school in Cranford (if they lived in the Cranford Section) or Union (if they lived in the Union Section). As the population of Kenilworth grew, a school was established in an old farmhouse at the corner of the Boulevard and 20th Street. A little one-room building near 20th Street was also used. The wife of Kenilworth's first doctor, Mrs. Blair, had complete charge of the school. As the number of pupils grew, a man was hired as a teacher (earning a yearly income of \$1,000).

Later, McKinley School was built by Cranford for Kenilworth's use and a number of teachers were hired to teach grades one through eight. A while later, a Kindergarten class was also established. Mr. Joseph Soehl was the first Principal of the school. Often, two grades were housed in one room. However, soon the classes grew so crowded that again the 20th Street building was hired to house the Kindergarten. In 1915, an addition to the 20th Street building was also erected. Then, during the First World War, McKinley School grew so overcrowded that another new building had to be constructed.

In 1923, Warren G. Harding School was completed. It was named in memory of President Warren G. Harding whose untimely death took place while the Board of Education was considering names for the new school. It contained 9 classrooms and an auditorium. Another addition, which was completed in 1951, added 13 more rooms to the original building.

Board of Education

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District Administrators

Kyle Arlington, Superintendent

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Dawn Cuccolo, Director of Student Personnel Services

Samantha Heimple, Director of Curriculum, Instruction, and Innovation

Vincent Gonnella, School Business Administrator

Ronald Bubnowski, Principal Harding School

Carol Carrara, Assistant Principal Harding School

NOTICE OF THE REGULAR MEETING SCHEDULE FOR THE KENILWORTH BOARD OF EDUCATION

The following dates will be the regular meeting schedule for the 2022-23 school year:

Monday, July 11, 2022	Regular Meeting
Monday, August 8, 2022	Regular Meeting
Monday, August 29, 2022	Special Meeting
Monday, September 12, 2022	Regular Meeting
Tuesday, October 11, 2022	Regular Meeting
Monday, November 14, 2022	Regular Meeting
Monday, December 12, 2022	Regular Meeting
Wednesday, January 4, 2023	Organization Meeting

District Mission Statement

The Kenilworth School District, the center of a small, supportive community, is dedicated to creating adaptable life-long learners who are capable of making critical and informed decisions as responsible citizens. Together, we set high expectations for student achievement according to individual goals as well as external standards. Our curriculum, instructional program, services, and resources evolve and adapt to an ever-changing world. It is the expectation of this school district that all pupils achieve the New Jersey Student Learning Standards at all grade levels.

Mission of Harding Elementary School

Harding Elementary School is the core of a nurturing and supportive community. Our mission is to provide our students with a challenging education in a safe, diverse, and inclusive environment. We take pride in our great traditions and values which we honor by fostering growth in each student's academic, physical, emotional, and social well-being.

TEACHING STAFF

<u>Room Number</u>	<u>Name</u>	<u>Position</u>
137	Mrs. Jurkiewicz	Pre-Kindergarten
121	Mrs. Healy	Pre-Kindergarten
127	TBD	PSD
160	Mrs. Skiff/Bera	Kindergarten
169	Mrs. Parente	Kindergarten
169	Mrs. Glacken	Kindergarten ICR
167	Mrs. McGee	Kindergarten
164	Ms. Parkin	Kindergarten
148	Mrs. Bedford	First Grade
149	Mrs. Wong	First Grade
168	Ms. Higgins	First Grade
170	Mrs. Starke	First Grade
147	Mrs. Walsh	First Grade
109	Mrs. Birch	Second Grade
109	Mrs. Caplanis	Second Grade ICR
150	Mrs. Collemi	Second Grade
145	Mrs. Schmidtberg	Second Grade
156	Mrs. Miller	Second Grade
111	Mrs. Donough	Second Grade
211	Mrs. Loconte	Third Grade
239	Ms. Matos	Third Grade
223	Ms. Duda	Third Grade
223	Mrs. Monesmith	Third Grade ICR
221	Mrs. Smith	Third Grade
237	Mr. Mills	Third Grade
259	Ms. Folgar	Fourth Grade
257	Mrs. Gerenstein	Fourth Grade

257	Mrs. McSherry	Fourth Grade ICR
258	Ms. Ponik	Fourth Grade
255	Mrs. Ventura	Fourth Grade
260	Mrs. Bussiere	Fourth Grade
238	Mr. Klimchak	Fifth Grade
201	Ms. D'Arpa	Fifth Grade
241	Mrs. Decavalles	Fifth Grade
240	Mrs. Jernigan	Fifth Grade
234	Mrs. Duffy	Fifth Grade ICR
234	Mrs. Vitale	Fifth Grade
208	Mrs. Santoro	Sixth Grade
204	Mrs. Campanile	Sixth Grade
210	Mrs. Luerssen	Sixth Grade
210	Ms. Borsos	Sixth Grade ICR
206	Mrs. Marks	Sixth Grade
212	Mrs. Kirkpatrick	Special Education
Gym	TBD	Physical Education
Gym	Ms. Geoghan	Physical Education
Gym	Mr. Capizzano	Physical Education
202	Ms. Spony	Art
203	Mrs. Boomer	Vocal Music
252	Mrs. Goger	Media/Technology
250	Mr. Ondrey	Instrumental Music
252	Mrs. Griffin	Stem
166	Mrs. Dieckmann	Reading Specialist
154	Ms. Cody	LLD K-2
248	Ms. Canella	LLD
119	Mrs. Pawlowski	Intervention Coordinator
103	Mrs. Toto	Interventionist
231	Mrs. Terranova	Interventionist
153	Mrs. Kurek	Interventionist
231	Mrs. Radice	Interventionist
166	Mrs. Nelson	Interventionist
252	Mrs. Bound	Interventionist
231	Mrs. Galpern	ESL
101	Mrs. Tropeano	ESL
231	Ms. Gonzalez	Spanish
219	Mrs. O'Connor	Speech
219	Mrs. Fowlkes	Speech
201	Dr. Schilling	OT
219	Mrs. Parente	OT
205	Mrs. Ramirez	Psychologist
205	Mr. Maraviglia	Social Worker
205	Mrs. Ruopp	LDTTC
233	Mrs. Griffiths	School Counselor
233	Mrs. Jeans	School Counselor
201	Ms. Bartman	Speech
119	Ms. Rifkowitz	Tech Coordinator
119	Mrs. Horling	Instructional Coach

**CAFETERIA STAFF
CUSTODIAL STAFF**

Mrs. Olga Hackett, Manager
Mr. Peter Price

SCHEDULE

AM Pre-K	PM Pre-K	Pre School Disabilities
8:35-11:05	12:35-3:05	8:35-1:35

Kindergarten-Grade 6
8:35-3:05

Delayed Opening	
Pre K AM 10:00 - 12:05 Pre K PM 1:00 - 3:05 PSD 10:00 - 1:35	Kindergarten - Grade 6 10:00 - 3:05

Early Dismissal	
Pre K AM 8:35 - 10:35 Pre K PM 10:35 - 12:35 PSD 8:35 - 11:35	Kindergarten - Grade 6 8:35 - 12:35

ARRIVAL/DISMISSALS

Students are to report directly to their own line-up areas upon arrival in the A.M. Parent/guardians who choose to drop off students early must be aware that Harding School students should not enter the school/grounds before **8:15 A.M.** unless they have a pass from a teacher or are scheduled for a class or lesson with a teacher. Parent/guardians are asked to plan their departure so they arrive at school at 8:25 A.M.

DROP OFF/PICK UP

When school is in session automobiles are **NOT** permitted to drive into the school back entrance. Cars should be parked on the street or in the high school parking lot when picking up students or visiting the school. Parents may also utilize the parking loop in front of the school for drop off/pick up and parking.

EARLY DISMISSAL

If it is necessary for you to pick up your child prior to regular dismissal time **send a note** to your child's teacher stating the time and reason for early dismissal (i.e. doctor's appointment, dentist appointment, etc.). Parents/guardians are to report to the Main Office to pick up their child on such occasions.

END OF DAY

Students must leave the building at once upon dismissal unless they have an appointment with a teacher or are scheduled for a regular after-school activity or assigned detention. Students are to leave the school grounds once dismissed. No loitering.

Students who remain after school for any activity must leave the building immediately after being dismissed from such activity. Students must obtain all needed articles from their homeroom/locker before reporting to their activity.

SCHOOL CLOSURE

When school is canceled for the day because of inclement weather or emergency conditions, the following will occur:

All emergency messages will be:

1. Posted on our website: www.kenilworthschools.com
2. Sent via Twitter @KenilworthSuper
3. A School Messenger phone message will be sent
4. Posted on our district's Facebook page
5. Pushed out via the School Messenger App (Download from App Store)
6. Sent via email (through GENESIS parent portal) using School Messenger

Delayed Opening

When the forecast indicates improving weather conditions, a delayed opening may be in effect. The delayed opening will be announced on the previously listed media and messaging system.

School Messenger Alert System

Kenilworth School District has contracted School Messenger to provide general notifications as well as emergency information to the faculty and parents of our students. Emergency announcements such as delayed openings or school closings due to inclement weather will be provided exclusively through this system. Parents and faculty are encouraged to ensure that information such as phone number and email are up to date and remain current through the Genesis Parent Portal.

ATTENDANCE

If any student is going to be absent, a parent needs to call the secretary of attendance at (908) 276-5936 x 1 before 9 a.m.

After **four** cumulative absences, the school counselor will contact the parent/guardians to determine the reason for the absences. The counselor will determine the need for implementation of an action plan designed to address the patterns of unexcused absences, if any, to have the child return to school and maintain regular attendance.

After **nine** cumulative absences, the parent/guardians will be notified in writing by the Principal. The Principal will evaluate the appropriateness of the action plan developed, revise as needed and establish outcomes based on the student's patterns of unexcused absences.

After **10 or more** cumulative absences, a mandatory meeting with the Principal will be scheduled. The Principal will determine the need for a court referral for the truancy. The Principal and school counselor will continue to consult with the parents to support the student's return to school and regular attendance.

The maximum number of absences permitted for a full year is eighteen (18) absences. This policy (KSD Reg. 5200 p. 6), established by the Board of Education, is intended to provide for normal illness. When a pupil returns to school, he/she should bring in a note from a

doctor containing the name of the student involved, all dates of absence and an acceptable explanation of why the student was not in school. The Board considers the following as cause for **excused** absence: school sponsored activities, severe illness for which a doctor's note has been submitted, required court attendance, death in the family, and religious observance.

Documentation must be presented to the Attendance Secretary when a student returns to school. Any disabling illness or recovery from an accident requires that a doctor's note be submitted to the Attendance Secretary (a copy of which will be given to the school nurse) **within FIVE school days of the pupil's return to school. After five days, the note will not be considered and the absences will not be excused.** All absences will be counted and considered unexcused unless otherwise stated above. It is the student's and parent's responsibility to keep a record of all absences for a disabling illness. **The attendance office will not provide a list of days that the student has been absent so that a note can be requested of a physician.**

Any student that has been diagnosed as being **chronically ill** must submit annual documentation from a certified physician. This information will be reviewed by both the school nurse and school physician to determine if an attendance waiver is appropriate. A doctor's note shall be required for pupils re-entering school from a serious illness or injury. This will be required of any student returning from home instruction. Applications for home instruction can be obtained from the main office.

Regular attendance for the entire day is very important. It is just as important for a pupil to be in school from 2 to 3 o'clock as it is from 9 to 10 o'clock. It is better to be late than to miss school for either the morning or afternoon sessions. Students signing in after 9:35 A.M. will be marked as ½ day absent. Students leaving before 1:35 P.M. will be marked ½ day absent. Any student, who leaves before 9:35 A.M., will be marked as 1 full day absent. Any student leaving after 1:35 P.M. will be marked as being present for a full day.

For extenuating circumstances and further detail, please see the [Kenilworth BOE Attendance Policy](#).

HOME INSTRUCTION

When a student is anticipated to be out of school for an extended period of time, he/she may be eligible for home instruction. Please contact Mr. Ron Bubnowski, Principal, if you believe your child may be eligible and benefit from home instruction.

TARDINESS

According to administrative procedures, we are required to provide you with notice of your child's attendance records if they are habitually late to school. Please take the time to evaluate your child's attendance record. We understand that over the course of a year, circumstances may cause a child to be late, but it is important for your child to understand the importance of arriving to school on time. Fifth and sixth grade students may be assigned lunch detention (loss of recess) after the **5th time** late to school. Although there is no consequence for students grades K through 4, habitual lateness prohibits the student from taking full advantage of instructional time, disrupts the instructional time of classmates, and causes a disruption to the teacher's lesson. All students may be subject to an attendance conference after the **10th time** late to school.

LUNCH

Menus are issued at the beginning of every month. Children have the choice of hot lunch or

bagel bag. Student lunch costs \$3.50 (**subject to change**), free and reduced lunch rates are available for those who apply and are accepted. Please click [here](#) to view the online payment option for lunch payment. Should you require further assistance or if you need any further information, please contact Ms. Olga Hackett, cafeteria manager at 908-276-5936 ext 526.

SAFETY DRILLS

Safety Drills play an important part in the safety of our students. Each drill will be treated as a real emergency. Safety drills shall be held at least twice a month for all students and employees of the school. Teachers are to maintain control of their students while outside. All students are to remain with their own classes.

CRISIS MANAGEMENT PLAN

In the rare event that it should become necessary to evacuate our building we have an agreement with St. Theresa's School to temporarily house our children until parent/guardians can arrive to personally sign them out. No child will be dismissed until they are accurately accounted for at this facility.

VISITORS AND BUILDING SECURITY

Parent/guardians are welcome at Harding School but to ensure the children's safety, building security and uninterrupted instruction, certain rules must be followed.

- When you arrive, enter through the main door on Boulevard, then report directly to the main office.
- All visitors, including parent/guardians and other adults, must stop in the office first in order to sign the visitor form, communicate reason for the visit and obtain a visitor's pass. The secretarial staff will call the person you wish to see and confirm your visit. Visits are by appointment only and are managed by the Main Office.
- All informal/formal discussions or conferences should be planned with the teacher in advance so as not to conflict with or distract staff from other teaching duties, student supervision or instructional activities.
- Office staff will advise the Principal or school nurse of any emergency situation requiring the need for a nonscheduled appointment with any staff member.
- Please sign-out at the end of your visit and return pass to the Main Office.

Please note: Signing in and/or obtaining a pass does not allow visitors to visit any part of the building; please limit your visit to the prearranged appointment. Your cooperation in this regard is appreciated and helps provide maximum uninterrupted instruction and security for the children.

STUDENT HEALTH SERVICES

Kenilworth Board of Education employs a full-time Certified School Nurse for Harding Elementary School with the following responsibilities:

- First aid and treatment of accidental student injury at school
- Assessment of student illness and/or contagious conditions
- Administration of medication and/or treatments as prescribed by the student's doctor
- Health counseling and teaching
- Annual screening of height and weight
- Screening of vision and hearing as determined by New Jersey State statutes
- Biannual screening for scoliosis (beginning in 4th grade)
- Review, update and maintenance of confidential student health records
- Maintenance of a safe school environment for students with severe allergies and other chronic medical conditions

[This page](#) contains valuable information and a link to all forms necessary for medication administration, physical exams, immunization reporting, chronic condition care plans, etc.

Health Requirements for Entrance into Harding School

- A. A **complete physical exam** performed by the student's doctor dated no more than 365 days from the date of entry into school
- B. Certificate of **completed immunizations** signed by the student's doctor
- C. Completed **Student Emergency Card** – please note that two additional emergency contacts should be designated as available to pick up your child in the event your child is sent home due to illness
- D. Completion of a **Parent Questionnaire** which provides information to the nurse about your child's current health status

Administration of Medication

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of the illness of any student. At the same time, the Board recognizes that a student's attendance may be contingent upon the timely administration of medication duly prescribed by a physician. The Board will permit the dispensation of medication in school only when the student's health and continuing attendance in school so requires and when the medication is administered in accordance with this policy. For more information regarding administration of medication, [Click here](#).

Immunization Requirements

A student may be excluded from school if his immunizations are not up to date. If your child receives an immunization during a doctor's office visit, please bring an updated immunization record to the nurse.

The most current NJ State immunization requirements can be found [here](#).

** In addition please note:

- All pre-school students must have proof of flu vaccine given before Dec. 31st of the school year
- All 6th grade students must provide proof of having a Tdap (tetanus, diphtheria & pertussis) and a meningococcal vaccine **before** entering 6th grade.

Injury and Illness

- A. A student's prolonged illness (mononucleosis, flu, etc) or injury (broken bone, concussion, etc.) should be reported to the nurse as soon as possible so that arrangements and accommodations can be made for the student's return to school. A doctor's note specifying the type of accommodations is required.
- B. Students who are out of school due to a contagious condition (chicken pox, ringworm, pink-eye, etc.) will not be permitted to attend school without a doctor's note allowing them to return.
- C. Students sent home by the nurse with a suspected contagious condition will need a doctor's note to return to school.
- D. A doctor's note is also required should your child need to be excused from gym class.

When to keep your child home from school

Attendance in school is very important, but not at the expense of your child's health. Following are guidelines for when to keep your child home from school:

- A. **Fever** – If your child’s temperature is 100 degrees or more, the student must not attend school. In addition, medicating your child with a fever-reducing medication before sending him to school is not acceptable. Students must be fever-free without the use of medication for 24 hours before returning to school.
- B. **Vomiting/Diarrhea** – If vomiting or diarrhea occurs in school, the student will be sent home. There should be no vomiting or diarrhea for 24 hours before the student returns to school. If vomiting or diarrhea occurs at home, the child should be kept at home until there is no vomiting or diarrhea for 24 hours.
- C. **Red eyes with crusting and drainage** – this may be a sign of conjunctivitis or “pink eye”, a highly contagious infection of part of the eye. The student must be seen by a medical professional who will order antibiotic drops or ointment. The student will not be permitted back to school until he has undergone treatment for 24 hours and has a doctor’s note stating that he is no longer contagious.
- D. **Skin Rashes** – Students with rashes that may be contagious like impetigo and ringworm must be seen by a medical professional to begin treatment. A doctor’s note will be required for the student to return to school.
- E. **Strep Throat** – Should a student be diagnosed with strep throat in the doctor’s office, he should stay home for 24 hours while the first doses of antibiotic have been administered. The student may then return to school if no fever exists. Please adhere to the guidelines regarding medication in school should your child need to take medication during the school day.
- F. **Head Lice** – If a student is suspected of having head lice while in school, the school nurse will check the student’s hair for active lice. If found, the student will be sent home for treatment, which will be explained to the parent by the nurse. In addition, any siblings of the student will be checked and sent home for treatment if indicated. The student must be treated with all nits removed, and be re-checked by the school nurse upon re-entering school. The student will be checked by the school nurse again in 10 to 14 days from the initial date of treatment to determine any recurrence of lice. Please contact the nurse with any questions pertaining to head lice.

CHILD ABUSE, SEXUAL ABUSE & CHILD NEGLECT (DYFS)

The law states that any person having reasonable cause to believe that a child has been subjected to child abuse shall report this information immediately to the Division of Child Protection and Permanency (DCP&P). The Child Abuse Hotline operates 24 hours a day, 7 days a week (1-877-NJ ABUSE) to receive such reports. Any person, who knowingly fails to report suspected abuse or neglect, pursuant to the law or to comply with the provisions of the law, is subject to a fine and/or imprisonment. Board of Education policy also requires teachers to report suspicions to the Principal.

INTERVENTION AND REFERRAL SERVICE (I. & R. S.)

Pursuant to N.J.A.C. 6:26-1.1, the Intervention and Referral Service (I&R.S.) team is comprised of administrators, teachers, the guidance counselor, and a representative from the Child Study Team. The team works with classroom teachers to address the needs of students who are at risk for academic failure, through strategic planning and collaboration. The team and classroom teacher(s) develop strategies that will help identified students attain academic success.

Harding School utilizes a Multi Tiered System of Support. MTSS, also known as NJTSS (New Jersey Tiered System of Supports), by the state of New Jersey, is a state-wide systemic and comprehensive approach to promote consistent school-wide practices that ensure that all students' academic and social emotional needs are met. The MTSS/NJTSS framework provides

schools with a structure for meeting the academic, behavioral, and social/emotional needs of all students.

The MTSS/NJTSS structure aims to address all students’ needs through regular use of data to guide high quality implementation of instruction at varying levels of intensity (e.g., universal instruction provided to all students, targeted small-group instruction provided to students with moderate needs, and intensive individualized instruction provided to students with significant needs).

This occurs through regular monitoring of student progress, along with data-based decision making by problem-solving teams and a continuum of supports and interventions based on student performance.

What does the MTSS/NJTSS process look like?

School-based problem-solving teams, which may include administrators, teachers, and support staff, meet to talk about possible reasons for learning, behavior and/or social/emotional needs. The team implements intervention plans for students and progress is monitored using progress monitoring instruments. These assessments help school teams identify how much support students may need based on data.

An intervention plan outlines the specific intervention or strategy used to help with a targeted student need. Student progress is monitored often to check the effectiveness of the interventions. The data collected on a student’s progress are used to shape instruction and make educational decisions. Use of the MTSS/NJTSS process helps to avoid a “wait to fail” situation because students get help promptly and proactively within the general education environment. MTSS/NJTSS has three important parts: 1) A tiered model of school supports, 2) Using a problem solving method for decision-making at each tier, and 3) Analyzing data to inform the instruction and intervention at each tier.

What happens at each level of support?

	Tier 1	Tier 2	Tier 3
Who	All students	Students not making progress toward grade level benchmarks in core curriculum (approximately 15-20% of students)	Students who need intensive supports in addition to supplemental and core instruction (approximately 5 % of students)
What	<ul style="list-style-type: none"> * Universal screeners provided three times per year to identify those students not achieving expected benchmarks. * All students receive high-quality research based instruction in academic, behavioral, and social/emotional skills. 	<ul style="list-style-type: none"> * Small group supplemental instruction in addition to core instruction. * Instruction, strategies, and programs designed to enhance or support core instruction. * Teachers monitor progress frequently using multiple 	<ul style="list-style-type: none"> * 1:1 or small group instruction customized to specifically meet the needs of students extending beyond core and supplemental levels of support. * More frequent progress monitoring

		assessments.	
Where	The general education classroom	The general education classroom or small group outside of the general education classroom	Typically 1:1 or small group outside of the general education classroom
When	All day, every day	WIN period	WIN period

WIN period

WIN period (which stands for “What I Need”) is a time when teachers personalize instruction to further meet the unique needs of each learner in every classroom. It is a period of reinforcement, support, and/or enrichment. During WIN time, classroom teachers meet with small groups of students while some students work independently on differentiated work, and others leave the room for Tier 2 or Tier 3 support for academic intervention, special education, ESL, and/or related services. Grades 1-6 have a 45-minute WIN period built into their daily schedule. Kindergarten has a 30-minute daily WIN period. The inclusion of this period in our daily schedule allows students to be pulled for supplemental and individualized services with minimal interruption to core instruction time

SCHOOL COUNSELOR SERVICES (GUIDANCE)

Our school counselors provide counseling services to individuals and various types of groups. Counselors consult regularly with staff members concerning the overall welfare of children. If there is any change in a student’s life outside of school that a parent/guardian feels might affect a student’s well-being and/or academic progress in school, it is recommended that the school counselor be made aware of these special circumstances.

DRESS CODE FOR HARDING SCHOOL

Pursuant to Kenilworth Board of Education Policy for Pupils Dress and Grooming Policy # 5511, pupils are expected to dress in a manner that is appropriate for the occasion. Clothing must be in compliance with the health and safety standards and must not distract from the learning process. Therefore, clothing acceptable for school and considered to be in good taste is clothing which is clean, neat, not torn and properly worn, The following guidelines shall be in effect:

1. Hats, headbands, bandanas (any type of head covering), wrist bands, insulated Vests, and any jackets (including varsity) or raincoats that serve as outerwear are not be worn within the building at any time during the school day without prior approval of the Principal or his/her designee. Failure to cooperate with a staff member’s request to remove such items will result in disciplinary action.
2. All pants, slacks, or shorts worn to school must be secured at the waist level. Pants with holes or slashes are not acceptable. Shirts and pants must meet. Shorts and skirts must come to mid-thigh in order to be allowed in school.
3. Clothing that is inappropriate for school includes but is not limited to spaghetti straps, tube tops, halter-tops, midriiffs, strapless sundresses, off the shoulder shirts and exposed undergarments. Other than the top two buttons, shirts and blouses are to be buttoned. Also prohibited are items considered to be “beach wear” such as T-shirts with cut-off sleeves or “short” shorts. Appropriate footwear must be worn. For safety, cleats, flip

flops, slippers, bare feet, thongs and shoes that pose a safety hazard will not be permitted. Excessively high heel shoes and open back shoes are deemed unsafe and are not allowed. All shoes and sneakers with laces must be tied securely. Sandals that have proper support and are secured on the ankle are permitted. Any shoe deemed unsafe by the administration will not be permitted. No clothing is to be worn inside out. Shoulders must be covered.

4. Unless authorized by a physician with a note given to the school nurse, sunglasses are not to be worn during the school day.
5. Apparel which advertises any drug and/or alcohol product, tobacco, culturally inappropriate, obscene or any other inappropriate language, or weapons will not be permitted.
6. Pupils who are removed from classes and/or sent home to change will be subject to disciplinary action.

GYM

Clothing

Comfortable clothing that allows freedom of movement is required.

Foot Wear

Sneakers with laces or Velcro are the only type of footwear permitted for class. Sneakers must be securely laced up to the top and tied tightly to participate. Please remember no slip-on sneakers, no sneakers with zippers of any type, no steel tip sneakers, no high heeled or platform sneakers. No sandals, dress shoes, or work boots are permitted.

Jewelry

No jewelry is permitted in physical education class, unless a note is sent in from a parent/guardian, giving the child permission to wear the jewelry in class. (Example: post earrings are allowed with a note)

Medical excuses

A student may be excused from physical education class up to **THREE** times per marking period from a parental excuse note, any more than **THREE** would require some type of medical/doctor note. A student is always excused when a medical/doctor note is given. Any student that is medically excused from gym, may not participate in outside recess until cleared by a medical doctor. Students may bring something to work on and sit with a friend in the main office.

HOMEWORK

Grades one through three:

1. Homework is assigned regularly.
2. Homework is given on an average of four to five nights a week.
3. Homework time is usually a total of 20 minutes.
4. Homework is usually given in three major subject areas (i.e. reading, spelling, and math), however, at times, other subjects are given. Some long-term assignments may be given.
5. Consequences for missing assignments, besides being reflected in grade point average, may result in a phone call or detention at lunchtime or after school.

Grades four through six:

1. Homework is given five nights a week.

2. Homework time will be between 45 minutes and 1 hour. Homework is to be completed at home. No class time will be given for homework completion.
3. The completion of homework assignments will reflect about 20% of the grade point average indicated on report cards for each marking period. The teacher will make this individual decision and present it to students and parent/guardians in September. Parent/guardians must be notified of any change made during the year.
4. Consequences for missing assignments besides being reflected in grade point average may result in a phone call or detention at lunchtime or after school.

Request for Homework- **Parent/guardians should email the teacher by 8:30 A.M. if a student is absent.** At this time they should also request any desired homework to be sent to Main Office or given to a sibling or friend at the end of the day.

REPORT CARDS

December 10, 2022

March 18, 2023

June 20, 2023

Pre-K/Kindergarten

February 4, 2023

June 20, 2023

Report cards are sent home three times during the year for grades 1-6 and twice a year for grades Pre-K and Kindergarten. Progress Reports for grades 3-6 are sent home midway between the report card dates. These eight reports are very important. They notify the parent/guardians of student progress. When the student's performance is not meeting expectations, the purpose of the progress report is to involve the parent/guardian in determining ways to best help the student to ensure that the deficiency will be corrected.

Supplemental progress reports may be sent home at any time that the teacher evaluates the student's work as unsatisfactory or when the student is in danger of failing.

GRADING STANDARDS

Pre-K	Grades K-2	Grades 3-6
S= Satisfactory N= Needs more time to develop / = Not applicable	1= Area of Concern 2= Developing 3= Accomplished 4=Exemplary	1= Not Yet Meeting Learning Standards 2= Approaching Learning Standards 3= Meeting Learning Standards 4= Exceeding Learning Standards

PARENT/GUARDIAN/TEACHER CONFERENCES

Teachers are asked to hold conference (s) during the course of the school year with the parent/guardian of their pupils. Parent/guardians may request a conference with their children's teachers as needed. Open communication is encouraged. It is always the best policy to contact your child's teacher immediately when you have concerns; we hope you will find the teachers helpful, encouraging and able to provide you with the information you need.

The best way to contact a teacher is via email. They will then contact you to discuss your concerns or set up an appointment if you wish to meet in person. Many times, two way written communication works extremely well. We cannot permit adults to walk into the school and go to

the classroom without an appointment-this is particularly difficult in the A.M. when children are arriving and preparing for class or at 3 P.M. when children are preparing for dismissal. Such impromptu visits can distract teachers from their responsibilities and interrupts the educational process which relies on one of our society's most limited and precious commodities, time.

PROMOTION REQUIREMENTS: 6TH GRADE:

All sixth grade students must pass language arts, mathematics, social studies and science for the year in order to graduate and be promoted into seventh grade. Any student who does not pass these major subjects will be required to attend summer school and pass the course(s) they failed in order to be promoted in August. Students who fail and are not promoted in June cannot take part in the graduation commencement ceremony with their class. Students who fail summer school or do not attend summer school will be retained in the 6th grade.

CHEATING

Cheating in the academic setting will be defined as receiving or giving information to or from another student or using an unauthorized source during an academic assignment (e.g. quiz, test, or homework). Plagiarism is a form of cheating. At the teacher's discretion, students may receive a zero for that particular quiz, test, or assignment.

RETENTION

Whenever retention is being considered, the teacher shall confer with the Principal, School Counselor, and other staff members involved with the student at the end of the second marking period. The parent/guardians shall be invited to a meeting.

THE ROLL OF ASSESSMENT IN THE EDUCATIONAL PROCESS

A well-planned assessment program provides information to support educational decisions in many ways and at many levels, from individual students and their parents/guardians to the class, the school, and the community at large. Children at the Harding School are assessed in Kindergarten through sixth grade; the results are tools that help teachers make important educational decisions.

The New Jersey Student Learning Assessment will be administered in Grades 3-6. The New Jersey Department of Education dictates when and how these tests must be administered.

We ask parents/guardians help prepare children to take these tests, have a good night's sleep and eat an appropriate breakfast, we suggest the following:

1. Create a positive atmosphere and help your children relax.
2. Explain the purpose of the test.
3. Stress that the test requires no special preparation and that scores will not affect grades.
4. Tell your children to plan their time.
5. Emphasize the importance of following directions.

SUPPORTIVE INSTRUCTIONAL SERVICES

English as a second language (ESL), intervention services, and special education programs are available for those students who meet the established eligibility criteria.

ELECTRONIC DEVICES

Cell phones, video games, and Apple watches (and their accessories) are not to be visible during school. If the student uses them on the way to school, he/she must take the responsibility for possible theft of the item(s) in school; the Board of Education is not responsible

for any theft or damage of such equipment. The above instruments are NOT to be brought to any class. Such items in class will be confiscated by a staff member and brought to the Assistant Principal's office. Failure to cooperate with a staff member's request will result in disciplinary action (KSD Pol 5516).

Students' electronic devices (Cell Phones, Apple Watches, and similar items) must be off and away (out of sight) during school hours. Please remind your student that videotaping, taking pictures, or browsing the web on a personal electronic device is never permissible on school grounds. Your support of our policy regarding electronic devices directly assists us in providing a positive and safe educational environment for your student. Students who violate the electronic device policy will be subject to disciplinary action.

Parent/guardians and students are responsible for arranging after school activities during non-school hours, therefore, keep in mind that play dates are not to be made through the front office. Finally, calling home to retrieve forgotten assignments, etc. is not considered an emergency.

VALUABLES AT SCHOOL

Students should not bring jewelry, money, or similar delicate or expensive materials to school. Keep in mind that the school has no provision for replacing lost or broken items. Never give a child more money than needed and put money in sealed envelopes with names clearly marked. With an indelible marker or pen, always mark all coats, gloves, backpacks, lunch boxes, hats, etc. with your child's name. Our lost and found box is always full of unmarked clothing, and belongings. Please check it periodically!

Children's eyeglasses are very expensive. We recommend that you select eyeglasses with great care considering the treatment children typically give them. Scratch resistant lenses, flexible frames, and high quality cases are strongly recommended. Discuss this important issue with your eye doctor when selecting eyeglasses, and review eyeglass care with your child regularly. If your child does not wear eyeglasses continually, it is easier to lose them; discuss this with your child as well.

LOST AND FOUND

The lost and found is located in the Cafeteria. All items found should be taken to the Cafeteria and placed in the appropriate area. Items will be retained for a period of time. Items such as jewelry, wallets, etc. will not be placed in the general lost and found area, but kept by a secretary. Items left in the lost and found box over 30 days will be donated to local charities.

PARTIES

Grades Pre-K through 6 have three scheduled holiday parties per year. **Please keep it simple and healthy. Suggestions include fruit, cheese, low fat pudding or pencils/or stickers. Check with your child's classroom teacher regarding any food allergies. No food item is permitted without the classroom teacher's approval.**

BICYCLES

Bicycles are permitted at school only when they are securely locked with a good lock. Riding double or riding anywhere on school grounds between 8:00 A.M. and 4:00 P.M. is prohibited. The school is not responsible for theft or damage to bicycles while on school grounds. We prefer students to leave bicycles at home.

TEXTBOOKS/CHROMEBOOKS

Textbooks, Chromebooks, and library books for classroom and study use are provided by the Board of Education. The student for the care of these items. If the book or Chromebook is damaged or lost, the Board of Education must be reimbursed. The Main Office will designate the cost; the fine must be paid during the school year to the teacher or at other times to the Main Office. All fines must be paid before report cards are issued or students are promoted to the next grade level.

VANDALISM

Whenever a pupil has been found to have done willful and malicious damage to property of the Board of Education, the Principal of the school shall notify the Superintendent. The Board of Education will hold the pupil or his/her parent/guardians liable for the damage. When vandalism is discovered, the Administration will take such steps as necessary to identify the vandals. The Principal shall identify the pupils involved, call together persons, including the parent/guardians needed to study the causes, and decide upon disciplinary and/or legal action, possibly including suspension. Should the parent/guardian fail to cooperate in the discussion, the Administration may charge the pupil with being delinquent by a petition stating the offense and requesting appearance in juvenile court. The Principal shall take any constructive actions needed to try to guard against further such behavior and seek appropriate restitution.

SECURITY CAMERAS

Students and parents/guardians should be aware that the School District has surveillance cameras monitoring various school building areas including the parking lots, outside play areas, hallways, and cafeteria. Camera recordings are reviewed by school officials for discipline and safety purposes, and may be provided to police or used in school disciplinary proceedings. Students should understand that their actions while in these areas will be recorded – and that they should have no expectation of privacy in these areas.

EXTRACURRICULAR ACTIVITIES

- **Family Science-** Is a family outreach program, which offers 4th grade students and their parent/guardians a chance to do hands on science for 6 consecutive 2 hour evening sessions during January and February. All sessions are held in the cafeteria. Space is limited.
- **Family Math-** Is a family outreach program that offers 5th/6th graders and their parent/guardians a chance to work together to solve some very interesting math puzzles/games for 6 consecutive 2-hour evening sessions in the second part of the school year.
- **Yearbook-**Students can volunteer to help put together the Harding School Year Book.
- **Student Council-** The Harding School Student Council is an organization that serves the school community. The Student Council consists of 4th, 5th, and 6th grade representatives from each homeroom class. The Executive Board of the council includes the president, vice president, secretary, treasurer, and corresponding secretary. The Harding School Student Council participates in community service projects, provides school functions for the student body, and develops activities helping the entire school community.
- **Instrumental Music/Band-** Instrumental Music Instruction will be provided on a weekly basis. Students will receive one lesson per week on a rotating basis. A weekly schedule will be provided to classroom teacher. A recruitment assembly will be held at the beginning of the year to demonstrate the instruments that are available to the students. Various assemblies may be held during the year for students to show their proficiencies.

FIELD TRIPS

There will be times, during the school year, when students may go on field trips. A signed permission slip from the parent/guardian is required before students will be permitted to participate. As a representative of Harding School, students are expected to be well behaved, appropriately dressed, and fully prepared for a unique educational experience.

Any money for field trips should be sent in a sealed envelope with the child's name and room number on it.

AFTER SCHOOL SUPERVISION

For a fee, the Harding School is now offering a before/aftercare program within the Harding School. Information regarding this program can be obtained by calling the main office.

PARENT TEACHER ORGANIZATION (PTO)

The PTO is an organization that enables all parent/guardians to become an active partner in your child's education. Membership is only \$5.00 per family per year. The PTO meetings are listed on the school website.

STUDENT CONDUCT CODE

To foster a safe and caring environment during the school day the Code of Conduct helps ensure students, staff, and parents understand Harding's rules and expectations. For our young developing students, we believe each mistake is an opportunity to learn and grow. Our approach to discipline is multifaceted and proactive. Students are reminded that the choices they make are in their control.

Remedial actions and disciplinary consequences are based on the age of student, his/her developmental level, severity of actions, and overall pattern of behavior.

ADMINISTRATIVE GUIDELINES FOR DISCIPLINE

Student discipline is an important aspect of growth and development. As students mature, their ability to maintain self-discipline within the school and community should increase. However, many students while growing into maturity do not develop sufficient self-discipline until past adolescence. Therefore, it may require imposed, adult disciplinary assistance in order to permit adequate behavior for learning.

The purpose of the disciplinary action is to channel student energy into acceptable patterns of behavior. This can be accomplished by counseling students, parent/guardian assistance, community intervention, and finally, discipline imposed by the school. With the above purpose in mind, the following guidelines are established for students in grades **Pre-K through 4**. Our goal is to assist students to change behavior and make better choices in the future.

Classroom Managed Behaviors: Classroom disruption, cheating, inappropriate language, disrespect, non-compliance, disrespect to personal/others/school property, spitting/biting (no intent to harm), horseplay

Office Managed Behaviors: Physical aggression (intent to harm), HIB, fighting, vandalism, cursing at staff, major theft

Crisis Behaviors (Immediate Response by Staff): Weapons, creating a dangerous environment, criminal behavior (police will be notified)



Progression of Consequences

Classroom Managed Behaviors

1st offense	Redirect/reteach expectations. Reteach Second Step/SEL skill. Help student identify inappropriate behavior and how to correct it/restitution
2nd offense	All 1 st offense consequences PLUS Teacher determined consequences: Apology, change of seat, lunch detention, proximity, increase positive feedback (4:1 ratio), behavior contract, incentives, etc Notify parent
3rd offense	All 1 st offense consequences PLUS Lesson with AP/Counselor Admin notify parent and document in Genesis Conduct tab Office lunch/recess detention
4th offense	All 1 st offense consequences PLUS ½ day ISS Loss of privileges
5th offense	All 1 st offense consequences PLUS 1 day ISS Progressive loss of privileges

Office Managed Behaviors

1st offense	Admin conference/parent notified Lesson with AP/Counselor Office Lunch/recess detention If HIB is suspected, an investigation will be opened. Notify SRO/law enforcement if necessary
2nd offense	All 1 st offense consequences PLUS Up to 3 days lunch/recess detention
3rd offense	All 1 st offense consequences PLUS ½ day ISS Loss of privileges
4th offense	All 1 st offense consequences PLUS 1 day ISS Progressive loss of privileges
5th offense	All 1 st offense consequences PLUS 1 day OSS, additional days added for subsequent offenses Progressive loss of privileges

To prepare students for the common language and behavioral expectations of middle school, students in **grades 5 and 6** will follow the modified middle school code of conduct below:

Infraction	1st Offense	2nd Offense	3rd Offense
Cell Phone Violation	Warning	Confiscate cell phone - held until end of school day	Confiscate cell phone - held until end of school day Parent contact Lunch/recess detention
Cheating/Plagiarism/Forgery	Student conference with teacher and counselor Potential ability to redo the assignment for partial credit	Loss of Credit for the assignment	
Disruptive/Inappropriate Behavior	Lunch/Recess Detention	3 Lunch/Recess Detentions	½ Day ISS
Insubordination	Lunch/Recess Detention	3 Lunch/Recess Detentions	½ Day ISS
Leaving class without permission	Lunch/Recess Detention	3 Lunch/Recess Detentions	½ Day ISS
Obscenity/Profanity	Lunch/Recess Detention	3 Lunch/Recess Detentions	½ Day ISS
Obscenity/Profanity Towards a Teacher	Lunch/Recess Detention	1 day ISS	Meeting with teacher, parent, and student. Student cannot return to class until the meeting occurs.
Assault; Bullying Behavior; Fighting; Indecent Exposure; Terroristic Threat: Conduct Physically Dangerous to Self or Others; Harassment; Intimidation; Racial or Religious Slurs; Theft: Vandalism; Unauthorized Taping/Recording; Violation of the Acceptable Use Policy; Possession, Threat, or Use of a Weapon	Severity of circumstances will determine consequences		

MANDATORY EXPULSION PROCEEDINGS

ASSAULTS ON TEACHERS, SCHOOL STAFF, BOARD OF EDUCATION MEMBERS

New Jersey Law requires that any pupil who commits an assault, as defined in N.J.S.A. 2C:12-1, upon a teacher, administrator, Board of Education member or employee of the Board of Education shall be immediately suspended from school, consistent with due process, pending expulsion proceedings before the Board of Education. These proceedings shall take place within twenty-one (21) days following the day the pupil is suspended.

SCHOOL CRIMINAL INVESTIGATIONS/POLICE QUESTIONING

Borough or state police may come into the school and question students about matters under investigation. Questioning shall be in the presence of the Principal and with the knowledge of the parent/guardians or his/her designee. Police may arrest students, if they have a warrant, see them commit a crime, or have reason to believe they are guilty of a serious crime or felony. However, the police shall notify the parent/guardians of their actions where possible before taking the student from the building. When reasonable, parent/guardians will be invited to come to the school prior to the police officer's taking the child into custody. The Principal or his/her designee will also speak to the parent/guardians.

SEARCHES

In general, the police and school personnel may not search students unless they have a warrant or have seen students commit a crime. However, the Principal or other school officials may search a student or his/her locker without a warrant if there is a reasonable suspicion that the student possesses or is selling something illegal or dangerous or the search is necessary to maintain school discipline or enforce school policies. The search shall be made in the presence of the student, when feasible.

HARASSMENT, INTIMIDATION, AND BULLYING

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. 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 violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment.

Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying. For more specific information, see our [Policy on Harassment, Intimidation, and Bullying](#).

COMPUTER ACCEPTABLE USE

The Board of Education recognizes that as telecommunications and other new technologies shift the manner in which information is accessed, communicated and transferred that those changes will alter the nature of teaching and learning. Access to telecommunications will allow pupils to explore databases, libraries, Internet sites, bulletin boards and the like while exchanging information with individuals throughout the world. The Board supports access by pupils to information sources but reserves the right to limit in school use to materials appropriate to educational purposes. (KSD Pol. 2361 p.1)

The Board also recognizes that telecommunications will allow pupils access to information sources that have not been pre-screened by educators using Board approved standards. The Board therefore adopts the following standards of conduct for the use of computer networks and declares unethical, unacceptable or illegal behavior as just cause for taking disciplinary action, limiting or revoking network access privileges and/or instituting legal action. (KSD Pol. 2361 p.1)

The Board provides access to computer networks/computers for educational purposes only. The Board retains the right to restrict or terminate pupil access to the computer network/computers at any time, for any reason. The Board retains the right to have district personnel monitor network activity, in any form necessary, to maintain the integrity of the network and ensure its proper use. (KSD Pol. 2361 p.1)

For further information on Acceptable Use Policy 2361, [Click here](#).

ASBESTOS MANAGEMENT

Please [click here](#) for the district's annual asbestos management plan activity update.