

Chesterfield Township School District

30 Saddle Way
Chesterfield, New Jersey 08515



2020-2021 Family Handbook

Main Office Telephone (609) 298-6900

Main Office Fax (609) 298-7884

Board Office Telephone (609) 298-0307

Board Office Fax (609) 291-0620

www.chesterfieldschool.com

TABLE OF CONTENTS

Mission Statement.....	page 3	Health Service.....	page 15
Welcome from the Superintendent.....	page 3	Homework Policy.....	page 16
Chesterfield Township Board of Education.....	page 4	Honeywell Instant Alert System.....	page 16
Our Administrative Team.....	page 4	Integrated Pest Management Plan.....	page 16
District Personnel.....	page 4	Leaving School Grounds.....	page 16
Educational Support Services.....	page 5	Lost and Found Articles.....	page 16
Teaching Staff.....	pages 5-8	Lunch and Recess Guidelines.....	page 16
Support Staff Services.....	pages 8-10	Medicine Policy.....	page 17
NJ State Department of Education.....	page 10	Middle School and High School.....	page 17
School Hours.....	page 11	Progress Reports, Report Cards, Conferences.....	page 17
Chesterfield Public Education Fund.....	page 11	Money Making Activities.....	page 17
Chesterfield Twp. PTA Officers.....	page 11	Monthly Newsletter.....	page 17
Affirmative Action.....	page 12	Open Door Policy.....	page 18
Alcohol and Drugs.....	page 12	Portable Communication Devices.....	page 18
Attendance.....	page 12	Precautions (Safety).....	page 18
Before and After School Care.....	page 12	Preschool.....	page 18
Birthdays and Special Events.....	page 12	P.R.I.D.E.....	page 18
Care of School Property.....	page 12	Registration, Entrance Requirements.....	page 19
Change in Student/Parent Information.....	page 13	Safety Patrols.....	page 19
Chesterfield School's Website.....	page 13	School Closings.....	page 19
Child Abuse.....	page 13	School Lunch.....	page 19
Communicable Diseases.....	page 13	Search and Seizure.....	page 20
Communication.....	page 13	Solicitation of Funds.....	page 20
Cycle Days.....	page 14	Standardized Testing.....	page 20
Dress Regulations.....	page 14	Student Group Insurance.....	page 20
Emergency Drills.....	page 14	Students' Records.....	page 20
Events During School Hours.....	page 14	Transportation.....	pages 20-21
Exclusion from School for Health Reasons.....	page 14	Use of School Facilities.....	page 22
Family Life Education.....	page 15	Virtual Handbook.....	page 22
Field Trips.....	page 15	Visitors to School.....	page 22
Harassment, Intimidation and Bullying.....	page 15	Wellness Policy.....	pages 22-23
		Yearbook.....	page 23

Our Community Mission

The education of the youngest generation is the “MISSION” of all adult citizens of Chesterfield Township. We strive to accomplish this partnership with home and community. As mandated by state and federal guidelines, our goal is to teach our students the skills necessary to achieve proficiency in the most current New Jersey Standards.

The school leadership must provide the necessary resources and facilities that support a positive learning environment. In a rapidly growing community, Chesterfield Township Elementary School is committed to providing a safe environment in which to prepare all students to become responsible, respectful citizens and active life-long learners, with an appreciation of self and others.

WELCOME TO CHESTERFIELD

Dear Chesterfield Township Elementary School Community,

Welcome to Chesterfield Township Elementary School. The staff and I extend a warm and friendly welcome to all students and their families. We will do everything we can to ensure that your child’s year is positive and educationally sound. We appreciate the opportunity to work with you and your child to build a strong foundation of academic and social readiness.

Ensuring a strong educational base means that the school and family must work cooperatively. During the elementary years, your child’s growing independence may become more apparent. Healthy friendships will be important to your child’s development and academics may become more rigorous through the years. This is an important time for children to gain a sense of responsibility with their growing independence.

Together, the school and family will work to help your child become more self-reliant, while building his or her sense of responsibility and self-confidence. To help nurture that success, I offer these suggestions:

- Be involved with the school and school groups. Attend school events and be an active participant in your child’s education.
- Encourage your child to join school groups.
- Help your child develop a sense of responsibility through completion of homework and assignments and by being responsible inside and outside of school.
- Talk with your child about respecting others and about what to do when others are disrespectful.
- Help your child set his or her own goals. Encourage your child to think about skills and abilities that he or she would like to have and about how to develop them in school.
- Encourage your child to read every day. Talk with him or her about homework and/or the day’s events at school.
- Maintain communication with your child’s teachers throughout the year in order to ensure that both the school and home are meeting your child’s educational goals and needs.

I look forward to an exciting year getting to know your child and you as we embark on the journey through the 2020-2021 school year together!

CHESTERFIELD TOWNSHIP BOARD OF EDUCATION

President	Christina Hoggan
Vice President	Matthew Litt
Member	Jaclyn Halaw
Member	Andrea Katz
Member	Kerri Lynch

OUR ADMINISTRATIVE TEAM

Superintendent	Scott Heino	sheino@chesterfieldschool.com	609-298-6900 x1230
Principal of Instruction and Community Relations	Coletta Graham	cgraham@chesterfieldschool.com	609-298-6900 x1210
Principal of Operations	Michael Mazzoni	mmazzoni@chesterfieldschool.com	609-298-6900 x1211
Supervisor of Special Services	Dr. Lynn Booth	lbooth@chesterfieldschool.com	609-298-6900 x1214
Supervisor of Curriculum and Instruction	Jeanine May-Sivieri	jmay@chesterfieldschool.com	609-298-6900 x2318
Business Administrator/Board Secretary	Andrew Polo	apolo@chesterfieldschool.com	609-298-0307 x1223

DISTRICT PERSONNEL

Assistant to the Superintendent	Lorraine Jordan
Assistant to the Business Administrator/Board Secretary	Mary Merrick
Business Office Accounts Payable Secretary	Patricia Sary
Business Office Payroll/Human Resources Secretary	Marnie Briel
School Secretary	Tarra Baker
School Secretary	Sabrina Buscarnera

Secretary to the Supervisor of Special Services	Lori Wisniewski
Secretary to the Supervisor of Curriculum/Instruction	Heather Merrick

EDUCATIONAL SUPPORT SERVICES

Learning Disabilities Teacher Consultant (LDTC)	Wendy Sheridan
School Nurse	Charmaine Ramos, BSN,RN,CSN
School Nurse	Cori Esposito, BSN,RN,CSN
School Psychologist	Melissa Carlton
School Social Worker	Cindy McNally
School Counselor	Melody Khalifa
School Counselor	Danielle Christiansen
Attendance Officer	Charmaine Ramos, BSN,RN,CSN
Affirmative Action Officer	Dr. Lynn Booth
Speech/Language Therapist	Kim Barca
Speech/Language Therapist	Taylor Roberts
Occupational Therapist	Annemarie Petty
Physical Therapist	Debbie Yuhas
Board Certified Behavior Analyst (BCBA)	Nicole Kapetankis (Amazing Transformations)

TEACHING STAFF

GRADE	NAME	In-Person Instruction	Virtual Instruction
Pre-School	Melissa Hillman	√	
Lower MD	Liz Schauer	√	
Upper MD	Tanya Bloom	√	
Kindergarten	Kate Augustin	√	

Kindergarten	Joan Mueller	√	
Kindergarten	Carla Rigolizzo		√
Kindergarten	Jaclyn Schaffer		√
Kindergarten	Victoria Wolochow	√	
Kindergarten	Sue Woodruff	√	
1 st Grade	Melissa Berger		√
1 st Grade	Courtney Kovac	√	
1 st Grade	Wendy Lawrence	√	
1 st Grade	Jennifer Maicher	√	
1 st Grade	Lauren Rahey (Karen Perez Interim)		√
1 st Grade	Nosheen Rana	√	
2 nd Grade	Michael Brayton	√	
2 nd Grade	Michael Damiano	√	
2 nd Grade	Jennifer Cirillo		√
2 nd Grade	Anne Lawrence	√	
2 nd Grade	Mike McCann		√
3 rd Grade	Leia DeLisa (Ashlee Gray - Interim)	√	
3 rd Grade	Colleen McDermott		√
3 rd Grade	Krista Metz		√
3 rd Grade	Gayle Poedubicky	√	
3 rd Grade	Victoria Weisgarber	√	
4 th Grade	Robert Cochrane	√	
4 th Grade	Laura Flynn		√
4 th Grade	Nicole Hartman	√	
4 th Grade	Melissa Midora		√

4 th Grade	Karen Stryker	√	
5 th Grade	Kristi Boyle	√	
5 th Grade	Allan Forsyth	√	
5 th Grade	Timothy Hart		√
5 th Grade	Marissa Holloway		√
5 th Grade	Maria Prince	√	
6 th Grade	Jennifer Ancelo	√	
6 th Grade	Sharon Angelucci		√
6 th Grade	Jillian Biddle	√	
6 th Grade	Valerie Lydon		√
6 th Grade	Melissa Sakimura	√	
Resource	Erin Casey	√	
Resource	Melissa Chou	√	
Resource	Amber Clark	√	
Resource	Jamie Cronin		√
Resource	Jennifer Hamer		√
Resource	Julia Johnson	√	
Resource	Shannon McGettigan	√	
Resource	Tracey Miller	√	
Resource	Lisa Moore	√	
Resource	June Cantor	√	
Resource	Judy Schwartz	√	
Resource	Frankie Sielski (Amber Colville - interim)	√	
Resource	Amanda Sorensen	√	
Resource	Sarah Tiedemann	√	

Resource	Mariel Tringali	√	
Resource	Vingra Stephonkeviciute	√	
ELL	Lauran Gleason		
BSI	Jennifer Feder		
BSI	Laura Garofalo		
BSI	LaShay Johnson		
Instructional Coach	Antoinette DiEleuterio	√ (T, W)	√ (M, Th, F)
Instructional Coach	Maria Martinez		
G&T	Nicole DiMaiuta		√
Library	Laura DiMeola		
Health/Phys Ed	Chris Gray		
Health/Phys Ed	Bayley Hickey		
Health/Phys Ed	Gabrielle Dowling		
Art	Karen Brilliant		
Music	Gwendolyn McCreary		
Music	Jennifer O'Brien (Amandalis Barrood - interim)	√	
Computers	Angie Manning		√
World Language	Ruben Moncada		√

SUPPORT STAFF

Bus Driver	Janet Haney
Head Custodian	Larry Pingitor
Night Custodian	Dan Cardona
Custodian	Jack Pak
Custodian	Stephen Cardona

Part-Time Custodian	Carlos Benitez
Part-Time Custodian	Janet Marino
Part-Time Custodian	Chris Scott
Part-Time Custodian	David Shafer
Paraprofessional	Natalie Beni
Paraprofessional	Tianna Tucker
Paraprofessional	Priyanka Gulati
Paraprofessional	Patricia Marrero
Paraprofessional	Elaine Menon
Paraprofessional	Jayalakshmi Purusothaman
Paraprofessional	Gina Shandilya
Paraprofessional	Quintara Tucker
Paraprofessional	Christopher Tulli
Paraprofessional	Ashley Watson
Paraprofessional	Shameka Wise
Paraprofessional	Bincy Xavier
Paraprofessional	Kyla Zambrio
Paraprofessional	Vineet Singh
RBT	Tim Sumner
RBT	Marc Nation
Library Aide	Vivian Cacace
Copy/Lunch/Recess Aide	Carol Gibson
Copy/Lunch/Recess Aide	Kelly D'Oria
Lunch/Recess Aide	Shagufta Afreen
Lunch/Recess Aide	Jessica Carlini
Lunch/Recess Aide	Colleen Case

Lunch/Recess Aide	Mihaela Hogas
Lunch/Recess Aide	Tisha Kelly
Lunch/Recess Aide	Gloria Nylander
Lunch/Recess Aide	Lisa Plummer
Lunch/Recess Aide	Melanie Wolak
Lunch/Recess Aide	Gladys Gill
Lunch/Recess Aide	Sophie Carr-Olschewsil
Bus Aide	Christine Forman
School Treasurer	Janice Jones
Maschio's Food Service	Keith Leder
Maschio's Food Service	Jon Sylvester
Maschio's Food Service	Denise Roberts
Maschio's Food Service	Tracy Caudle-Fowler
Maschio's Food Service	Katrina Morris

NEW JERSEY STATE DEPARTMENT OF EDUCATION

New Jersey Commissioner of Education	Angelica Allen-McMillan
Acting Executive Burlington County Superintendent	Daryl Minus-Vincent



SCHOOL HOURS

Regular School Days: 8:35am - 3:20pm
Early Dismissal Days: 8:35am - 12:45pm

CHESTERFIELD PUBLIC EDUCATION FUND

The Chesterfield Public Education Fund is a private, non-profit organization established in 1997. The Board of Trustees is composed of parents of Chesterfield Elementary School students whose main goal is to establish corporate and private financial support to enhance their children's educational experiences. The funding is utilized to support the goals of the teachers, administration, and the Chesterfield Board of Education. Funds raised by the CPEF have been used for computers, books, magazine subscriptions, the 6th grade Fairview Lake trip, The Science Olympiad, and other important items not included in the school budget. The Chesterfield Public Education Fund holds its regular meetings the first Wednesday of every month (except for the month of September which is the second Wednesday) at 7:30 pm, in the Media Center, during the school year. The CPEF hosts an Open House at the October meeting, but all CES parents are invited and encouraged to come to any of the CPEF meetings. For more information, please contact the CPEF at thecpef@gmail.com.

The following are the current officers of the Chesterfield Public Education Fund:

President: Kelley Johnson
Vice President: April Kirkpatrick
Secretary: Amanda Schmalbach
Treasurer: James Murray

CHESTERFIELD TOWNSHIP P.T.A. OFFICERS AND EXECUTIVE BOARD MEMBERS

Interim President: Jessica Painchaud
Vice Presidents: Jessica Painchaud, Heather Ottavi, Brittany Temple
Secretary: Casey Schmidt
Treasurer: Meghan Bate
Recording Secretary: Kim Hutchinson

*PTA Executive Board meetings will be held the 2nd Tuesday of every month.
General Membership meetings will be held in September, January and May...dates TBD.

AFFIRMATIVE ACTION

The Chesterfield Township Board of Education affirms its responsibility to ensure all students in the public school of Chesterfield Township equal opportunity and all employees equal employment, regardless of race, color, creed, religion, sex, affectional or sexual orientation, place of residence in the district, social or economic condition or non-applicable disability.

ALCOHOL AND DRUGS

The Chesterfield Township Board of Education regards the selling, possessing or consuming of illegal drugs, narcotics, or alcohol as a serious matter. Therefore, the board directs the superintendent to develop a positive instructional program for the purpose of preventing drug, narcotic, and/or alcohol abuse.

The pupil's parent(s) or guardian(s) and the superintendent shall be immediately notified of the incident and shall be provided a description of the situation and symptoms.

ATTENDANCE

If any child is absent from school for any reason, he/she must bring a **written excuse** from home signed by the parent/guardian. As an added precaution, we request that parents/guardians telephone the school on days when your child is absent. This will enable both the home and school to confirm the absence. Please call at your earliest convenience, preferably before 9:00 a.m. Parents/guardians are requested not to ask that your child be excused early except when an emergency situation exists. Such a request should be written, stating the reason. Every effort should be made to have your child attend school regularly. Frequent absence has an adverse effect on your child's progress. Attendance Policy #5113 may be found on our website or you may request a hard copy by contacting the school office.

BEFORE AND AFTER SCHOOL CARE

The Chesterfield Township School District offers a before and after school care program – Champions. Information about this program can be found on our website or by calling the Champions office at 800-350-5034.

BIRTHDAYS AND SPECIAL EVENTS

Food will not be served in school for children's birthday parties or for any other events. Teachers will develop grade level guidelines for birthday celebration activities.

CARE OF SCHOOL PROPERTY

The school supplies textbooks, workbooks, and a reasonable quantity of supplies, such as paper and pencils, to each student according to his needs. The children are expected to exercise reasonable care in handling textbooks and other such material. Book covers are to be placed on all textbooks. The children should also realize that the

school building, grounds and other facilities for their education are paid for out of general tax funds. Marking or in any way destroying such property is not only inexcusable, but is subject to fines for those responsible.

CHANGE IN STUDENT/PARENT INFORMATION

It is imperative that the school office be notified immediately of a change of address, home/work/cell phone numbers or emergency contact information that occurs during the school year. Please make sure your contact information is up to date in Genesis.

CHESTERFIELD SCHOOL'S WEBSITE

Chesterfield Elementary School's website, www.chesterfieldschool.com, contains information which is updated monthly, including facts about the Chesterfield School Public Education Fund, the PTA, the Board of Education, the teaching staff, the newsletter and a monthly calendar.

CHILD ABUSE

The Chesterfield Township Board of Education believes the physical and mental well-being of all children in its charge must be maintained as a prerequisite to achievement through the formal educational process. The school district shall cooperate with the Division of Child Protection & Permanency (DCP&P, formally DYFS) to identify and report all suspected cases of child abuse or neglect.

COMMUNICABLE DISEASES

Children are to be excluded from school if they contract any communicable or infectious disease. Before they are readmitted to school, they must present a certificate from a doctor stating that they are free from disease and are physically fit to return to school.

- 1) In order to prevent the spread of communicable disease and to ensure rapid recovery with minimum after-effects, children should be kept home from school and the family physician should be contacted whenever they show evidence of any of the following symptoms: vomiting, skin eruption, running nose, stomach pains, headaches, fever, pink eye, sore throat, earache, diarrhea, coughing, chills, red or discharging eyes, enlarged glands, ringworm, or impetigo.
- 2) Children are to be excluded from school if they contract or are exposed to any of the following diseases, and they are not to return to school until their family doctor states they are completely free of disease: streptococci sore throat, scarlet fever, polio, typhoid, smallpox, diphtheria, spinal meningitis, hepatitis infection.
- 3) Children are to be excluded from school if they contract any of the following diseases, and they are not to return to school until their family doctor certifies that they are completely free of disease: chicken pox, measles, whooping cough.

COMMUNICATION

If you have any issues concerning your child's school life, it is usually wise to first contact his/her teacher. Most concerns can be worked out if this procedure is followed. However, if this procedure does not prove satisfactory, please feel free to contact the principal, the supervisor of student services or the superintendent.

CYCLE DAYS

Chesterfield Elementary School is scheduled on a six-day cycle. This allows students to rotate through special classes (art, library, music, etc.) without interruption from scheduled holidays and unscheduled days off.

DRESS REGULATIONS

The Chesterfield Township School District administration believes that it is the families' responsibility and obligation to see to it that their children come to school dressed modestly, tastefully, and neatly at all times. Flip-flops and backless sandals can be a hazard on the playground. Therefore, this type of footwear should not be worn to school. Sneakers should be worn for physical education classes. Shirts must cover the shoulder and underarm areas, while shorts should be at least fingertip length. If there is any question as to the suitability of a child's dress, the superintendent or his designee will bring it to the attention of the child and/or parents/guardians.

EMERGENCY DRILLS

All public schools in the state of New Jersey are required to hold two emergency drills a month: one fire drill and one other type of emergency drill (i.e. lockdown or evacuation drill). In addition, bus evacuation drills are held twice a year. The children are taught the proper procedures and behavior of all such drills.

EVENTS DURING SCHOOL HOURS

Periodically during the school year, parents/guardians may be invited to attend an in-school event during school hours for their child's class. Due to space limitations and the disruption of learning, siblings cannot be excused from their classrooms to attend these events.

EXCLUSION FROM SCHOOL FOR HEALTH REASONS

Children may be excluded from school by the superintendent for the following health reasons:

- 1) Failure to present a certificate of good health from a doctor after the child has been absent from school five consecutive school days or more.
- 2) Failure to present a certificate of good health from a doctor that the child is free from disease after the child has been absent from school because of having contacted a communicable or infectious disease.
- 3) Failure to comply with the school's immunization policies or directives.

4) In cases where the school physician, school nurse, superintendent or teacher feels that a child's physical or mental condition is detrimental to the well-being of himself or any other children in the school.

FAMILY LIFE EDUCATION

The New Jersey Department of Education requires that all school districts develop and teach a "Family Life Program". All instructional materials, including the curriculum, are available for review upon request by the parent/guardian.

Any student presenting a signed statement from his/her parent/guardian, indicating that a part of the instruction in Family Life Education is in conflict with his/her conscience or sincerely held moral or religious beliefs, shall be excused from the portion of the course where such instruction is being given, and no penalties as to credit shall result therefrom.

FIELD TRIPS

Field trips are a vital and purposeful part of the school curriculum and are both educational and recreational. They will be carefully planned, conducted and supervised. Classroom teachers will give ample notification to parents regarding all field trips. Educational value and student safety shall be primary considerations in trip planning.

Trips and distances will be considered in light of the age and grade of the children participating. As needed, teachers will arrange chaperones. All transportation will be arranged by the school district. Families will be required to pay a fee for their child's participation in field trips.

HARASSMENT, INTIMIDATION AND BULLYING (HIB) POLICY AND CODE OF CONDUCT

The HIB Policy and the Code of Conduct are disseminated annually via this handbook and may be found in our online policy manual on this website. If you have any questions about HIB, please contact our HIB School Coordinator, Michael Mazzoni.

HEALTH SERVICE

During each school year, the children will be weighed and measured and will be tested for vision and hearing. After the age of ten, children will also receive a yearly scoliosis screening. If there are any findings which need attention, parents/guardians will be notified.

A school nurse is at the school on a full-time basis in addition to a part-time nurse who is also present the majority of the day. They are at school to assist the children and staff with health problems and assist in the control of communicable diseases. The nurses will also make home visits when they feel that health problems are present.

The school makes every effort to provide a safe and healthy school environment. If a child is injured in an accident, basic first aid will be administered, and a parent/guardian will be notified. The school interprets "first aid" as the immediate, temporary care given to an injured person before a doctor arrives.

If a child shows signs of illness, the parent/guardian will be notified and asked to come for the child. In cases where no one is home, a designated person, listed as an emergency person, will be called. If no one can be reached, the child will remain with the nurse until the parent/guardian is contacted.

HOMEWORK POLICY

Homework is an important part of the child's educational program. All subject areas are important and will be considered for homework if there is an educational value in giving the assignment. Individual grade level homework will be communicated by your child's teacher.

HONEYWELL INSTANT ALERT SYSTEM

Chesterfield Township Elementary School uses the Honeywell Instant Alert System to inform both families and staff of important notifications such as school closings, delayed openings and early dismissals, late buses, etc. All email blasts will also come through the Honeywell Instant Alert System and will only be sent via email, unlike the emergency broadcasts which will continue to come as emails, phone calls and text messages, depending on how you set your Emergency Alert settings in Genesis. Please make sure that all information is up to date in your Genesis profile. Our Genesis program is directly linked to Honeywell Instant Alert. If you have any questions regarding this, please contact the main office.

INTEGRATED PEST MANAGEMENT PLAN

According to BOE Policy #3510, the Chesterfield Township Board of Education is responsible for providing school facilities that are safe from hazards, sanitary, properly equipped, lighted and ventilated. The superintendent reports annually to the Board of Education on the effectiveness of the IPM Plan and makes recommendations for improvement as needed.

LEAVING THE SCHOOL GROUNDS

No child is permitted to leave the school grounds at any time without a written request from his/her parent/guardian. Only a child's parent/guardian or a person designated by the parent/guardian may take a child from the school. All children must be signed out in the school office.

LOST AND FOUND ARTICLES

Parents/guardians are asked to have their children's articles of clothing and other possessions clearly labeled. This prevents confusion and makes it easier for the children to find and identify their belongings.

Articles found at school are put on the "Lost and Found" table in the cafeteria. Articles of clothing, books, school lunches, and other items properly marked with the child's name will be returned to the owner as soon as possible. At the end of each marking period, unclaimed items will be either discarded or donated as appropriate.

LUNCH AND RECESS GUIDELINES

Lunch and recess guidelines can be found on the school website: www.chesterfieldschool.com/lunchandrecess.

MEDICINE POLICY

In order for a child to receive any medication at school, a form (available in the main office) must be completed by the child's physician and returned to school. The school nurse and the child's parent/guardian are the only persons permitted to administer the medication. All medications must be kept with the nurse. Unless specifically authorized by the school nurse, students are not permitted to possess any form of medication.

MIDDLE SCHOOL AND HIGH SCHOOL

The Northern Burlington County Regional School District provides the middle school (grades seven and eight) and high school (grades nine through twelve) programs for the children of Chesterfield Township. For further information concerning the middle school or the high school, please call 609-298-3900.

MID-MARKING PERIOD STUDENT ADVISORY REPORTS, STUDENT PROGRESS REPORTS, AND PARENT/TEACHER CONFERENCES

Mid-marking period student advisory reports, report cards, and parent/teacher conferences are utilized to inform parents of a child's progress in school.

Mid-marking period student advisory reports are posted online three times a year for students in grades kindergarten through six. Report cards are also posted online three times a year.

Parent/teacher conferences are scheduled in November for all students and in March only if needed. Parents/guardians are urged to utilize these conferences to establish an active two-way communication that will assist in the progress of the child, according to his/her own individual growth pattern.

On conference days, the school will operate on an early-dismissal schedule, with children being dismissed at 12:45 p.m. Please note that conferences are not limited to scheduled conference days. Parents/guardians may make an appointment to see teachers at any time during the school year. A conference may be arranged by contacting the teacher. Staff members' email addresses are [first initial last name@chesterfieldschool.com](mailto:first_initial_last_name@chesterfieldschool.com). (i.e. jdoe@chesterfieldschool.com)

MONEY MAKING ACTIVITIES

Students are not allowed to sell or solicit items during school hours.

MONTHLY NEWSLETTER

Each month, a school newsletter is published which endeavors to keep the community informed about special school programs and activities. This newsletter is sent via email blast to all Chesterfield School families each month.

OPEN DOOR POLICY

The Chesterfield Township School District sincerely and firmly believes that a child's parents/guardians and the local community are important and integral parts of the total school program. The superintendent and all other school personnel will welcome any inquiries or suggestions concerning our school from any interested member of the community. If you have any questions or concerns, you are encouraged to call the school office.

PORTABLE COMMUNICATION DEVICES

Students are not permitted to use portable communication devices (i.e. cell phones or beepers) on Chesterfield Elementary School property during the instructional day or on the school buses, according to BOE Policy #3515.1, unless they have obtained permission from a teacher or administrator. Such devices must remain in the student's backpack. Otherwise, they may be confiscated by the superintendent/principal or his/her designee.

PRECAUTIONS (SAFETY)

For the safety of your child, please adhere to the arrival and dismissal procedures that are found under "Transportation" in this handbook.

A teacher's permission is needed for a child to bring any athletic equipment from home. Hard baseballs and baseball bats are never permitted to be brought to school.

If a child brings an article to school that could be dangerous to his/her well-being, the article will be confiscated by the teacher and turned in to the school office. The owner's parent/guardian may regain possession of any confiscated materials by calling for them in person at the office.

PRESCHOOL

Chesterfield Township's Little Dragons Preschool is a half-day program that meets five days a week for 2.5 hours per day. To be eligible, students must be three years of age prior to entering the program. Children must be toilet trained, have district required immunizations and health records, and be residents of Chesterfield Township. Sessions are offered either in the morning or afternoon and integrate typically developing preschoolers with students with special needs. The program uses research-backed, quality curriculum, approved by the state of New Jersey, and is taught by state certified staff. Tuition is charged for typically developing preschoolers. Please check our website or call the main office.

P.R.I.D.E.

P.R.I.D.E. (Proud, Responsible Individuals Dedicated to Education) students are sixth graders who help teachers and others within the school with various school tasks. Their services add to the overall well-being of our school.

REGISTRATION PROCEDURE AND ENTRANCE REQUIREMENTS

Registration: Any parent/guardian wishing to enroll a child/children in the Chesterfield Township Elementary School must complete a school registration form online at the following link: <https://www.chesterfieldschool.com/Page/2442>. Once completed, the additional forms/documents listed on the website must be provided for each child. Please call 609-298-6900 to review the documents.

Kindergarten Entrance Age: In order to be eligible to be enrolled in the kindergarten program, a child must be five (5) years old on or before October 1st. Administrative policy stipulates that all children must attend an approved kindergarten program before being admitted into the first grade.

Kindergarten Entrance Requirements: All children enrolling in kindergarten at Chesterfield School must present an original birth certificate; proof of MMR 1 & 2, complete DPT and polio series plus boosters after age four (4), hepatitis B, and chickenpox vaccine; and be a resident of Chesterfield Township.

Class Placement: Children, who are transferring to the Chesterfield Township Elementary School from another recognized school, will normally be placed in the same grade level that they had been in at their previous school. However, Chesterfield School has the right and responsibility to place the child in the most appropriate grade level, class or program suitable for the child. Transfer students must submit copies of transfer cards and health records at the time of enrollment.

SAFETY PATROLS

The Chesterfield Township Board of Education believes that student safety patrols can contribute greatly to the development of good traffic habits and can provide opportunities for growth in leadership skills. Our safety patrols are sixth grade students who exhibit the qualities of leadership and responsibility. Safety Patrol Policy # 5142.1 may be found on our website or you may request a hard copy by contacting the school office.

SCHOOL CLOSINGS

Announcements of school district closings, due to extreme weather conditions (snow, ice, etc.) or other emergencies, will be broadcast via our Honeywell Instant Alert System. In addition, a message will also be left on the school voice mail (298-6900) and on our website.

SCHOOL LUNCH

Chesterfield School District provides hot lunches to children who wish to take advantage of the service at a cost of \$3.10 per meal. Milk, water and snacks are also available. There is no lunch served on early dismissal days (12:45 p.m. dismissal). Maschio's Food Service provides lunches for the Chesterfield Township School District. Please ensure that your child maintains a positive account balance. To check your child's balance, please log onto our school website (www.chesterfieldschool.com). Then go to LunchTime Parent Portal to access your account. All money must be sent in a sealed envelope marked with your child's name, class, and amount enclosed. Checks are the suggested payment method. Please make checks payable to "Chesterfield Board of Education." Comments or suggestions regarding our food service program can be directed to our cafeteria manager (298-6900, ext.1207).

SEARCH AND SEIZURE

Students' desks, cubbies, and other storage areas remain the property of the district, even when used by students. These are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations.

SOLICITATION OF FUNDS

The solicitation of funds, other than by school agencies, is prohibited except with the specific approval of the superintendent in each instance and in accordance with the policy of the board of education.

STANDARDIZED TESTING

Standardized testing impacts many aspects of our educational program. The information gleaned provides feedback to parents, teachers, administrators and the board of education. This information is used to evaluate individual student progress, as one of a number of measures utilized to identify students for the Gifted and Talented/Enrichment and Basic Skills programs, and to evaluate our academic programs and curricula.

STUDENT GROUP INSURANCE

The School Time Plan Policy (paid for by the board of education) covers essentially all school connected accidents and travel for the school hours involved. The Round the Clock Plan (option that may be purchased by parents/guardians) provides all school benefits plus year round, 24-hour protection in non-school connected activities. Parents/guardians are requested to read carefully the descriptive folder given to each family in September.

STUDENTS' RECORDS

Pupils' records shall contain only information which is relevant to the education of the pupil and is objectively based on the personal observation or knowledge of the originator of the record.

The school district shall not compile any records other than those mandated and permitted by board policy. As parents/guardians, you have a right to individual privacy and the right to know, concerning information gathered by the school.

If you have any questions or desire to examine your child's file at any time, you may arrange to do so by calling the main office and making an appointment.

TRANSPORTATION

School Bus: In accordance with New Jersey state law, N.J.S.A. 18A:39-1, all public elementary school students, who live more than two miles from school, are entitled to transportation. Those who live within two miles of school but are located on a hazardous route are also entitled to transportation.

Chesterfield Elementary School buses are contracted with the Northern Burlington County Regional School District. Its transportation department establishes and is responsible for all bus routes. Students must ride on the

bus to which they are assigned. Transportation Policy # 3541.1 may be found on our website or you may request a hard copy by contacting the school office.

School Bus Regulations:

- Only ride on the assigned bus.
- Special/temporary bus passes may be approved only in emergency situations by the school bus coordinator.
- Be on time at the designated bus stop.
- Never enter or leave the bus while it is in motion.
- Go immediately to the assigned seat and remain there until the bus reaches the school.
- Keep arms or other parts of the body inside the bus at all times.
- Loud talking and laughter or undue confusion tends to divert the attention of the driver. Remember your life depends on the driver watching the road.
- Never throw articles from the bus window.
- Be courteous and responsible passengers at all times. Help look after the comfort of small children.
- Always wear and adjust seat belts properly.

School Bus Safety: School bus safety requires the constant attention and support of the school personnel, parents/guardians, and children to ensure the safe transportation of our most precious cargo. Parents/guardians can be helpful by stressing to their children the importance of following bus regulations, not only for the child's own safety, but also to protect the lives of all the students riding the school bus. In case of a road emergency, the children should be familiar with the operation of the emergency exit. This exit will only be used when the front door is blocked. Two Emergency Exit drills will be held during the school year.

Walkers: To facilitate safe travel to and from school, we suggest walking following our safe walking guidelines and follow routes where crossing guards are posted. Our student safety patrol will also lend a hand to support our walkers.

Bicycle Riders: The Chesterfield Township Board of Education recommends that children be in fourth, fifth or sixth grade before riding their bikes to school, but respects the parents'/guardians' judgment as to their readiness to do so. In accordance with state law, all children attending Chesterfield School riding a bicycle must wear a properly fitted and fastened bicycle helmet. Policy #5131.3 is available on our website or you may request a hard copy by contacting the school office.

USE OF SCHOOL FACILITIES

The board of education will permit the use of school facilities when such permission has been requested in writing and has been approved by the superintendent. Policy #1330 and Regulations may be found on our website or you may request a hard copy by contacting the school office. **A Use of Facilities application must be completed and board approved prior to the date of the event.**

VIRTUAL HANDBOOK

The virtual handbook can be found on the Chesterfield School website at <https://www.chesterfieldschool.com/cms/lib/NJ01001270/Centricity/Domain/1/Virtual%20Learning%20Parent%20Packet%20Update%2012-3-20.pdf>

VISITORS TO SCHOOL

Chesterfield Elementary School has an open door policy, and all visitors are welcome, but the following restrictions must apply.

In order to ensure the safety and well-being of all students and staff at Chesterfield School, it is imperative for school personnel to know who is in the building at all times and be able to immediately determine those so authorized. Therefore, all visitors are required by Policy # 1250 to report to the main office upon entering the building.

A “visitor” is anyone other than a pupil enrolled in or a staff member employed by Chesterfield School. Visitors may not consult with the teaching staff or pupils during class time without the superintendent’s permission.

When requesting entrance to the school, the following will take place:

- You will be asked your name and the reason for your visit. Most of your visits are to pick up a child. If that is the case, you will also be asked the name of your child and his/her homeroom.
- At this time, the office will be checking the parent/guardian/emergency contact list in our student database before the door is unlocked. **THIS IS GOING TO CAUSE A DELAY REGARDING YOUR ENTRANCE TO SCHOOL.**
- Once the main office staff has verified your identification, the primary entrance door will be unlocked and allow you into the vestibule of the school.
Please do not allow anyone else to enter the school that might be waiting to also speak to the main office staff. They also need to go through the above process.
- Once in the vestibule, main office staff will unlock the vestibule door that allows you into the main office area where you will state your school business.
- The main office staff will then locate and contact your child’s teacher and have your child report to the main office. You should remain in the main office until he/she arrives.

If you are visiting school for any reason, the following procedures apply:

- You will be asked to sign in and state whom you are visiting and why.
- You will be given a visitor pass to wear while visiting school. This needs to be worn during your visit.
- You will also turn in (at the main office) your car keys or a form of personal identification. Your car keys or personal item will be returned to you once your visit is complete and you sign out and return your visitor pass. This will clearly identify all visitors to the main office staff who are still in the school.

WELLNESS POLICY

In accordance with our local Wellness/Nutrition policy # 3542.1, which may be found on our district website, “In order to promote and protect children’s health, well-being and ability to learn, the board is committed to providing school environments that support healthy eating and physical activity that will ensure that:

- A. All students will have opportunities, support, and encouragement to be physically active on a regular basis;
- B. Food and beverages sold or served at school will meet the nutrition requirements of the U.S. Dietary Guidelines for Americans and the USDA nutrition standards for National School Lunch;
- C. All students will be provided with adequate time for student meal service and consumption in a clean, safe, and pleasant dining environment. Lunch and recess or physical education schedules will be coordinated with the meal service;

- D. To the maximum extent practicable, Chesterfield School will participate in available federal school meal programs;
- E. Chesterfield School will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity;
- F. The board will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring and reviewing district-wide nutrition and physical activity policies.”

YEARBOOK

Pictures of any school activities may be submitted for use in the school yearbook. Place an envelope marked “Yearbook” in the Yearbook mailbox in the main office, or email them to chesterfielddyearbook@gmail.com. All pictures submitted are greatly appreciated! Visit the following link for more information about the 2020-2021 Yearbook: <https://www.chesterfieldschool.com/site/Default.aspx?PageID=2900>

