

VOORHEES TOWNSHIP
Public Schools

**INFORMATION
GUIDE
&
CALENDAR**

2012 - 2013

Superintendent of Schools

Raymond J. Brosel, Jr.

Assistant Superintendents

Dr. Frank T. DeBerardinis

Frances S. Collins

Editor

Irene G. Afek

Coordinator of Elementary Programs

856-751-8446 Ext. 6117

afek@voorhees.k12.nj.us

August 2012



VMS Principal's Honor Roll 2012

Board of Education

Richard Nelson, President

Bruce Karpf, Vice President

Dr. Gary Bennett

Matthew Dortch

Denise Kirkland

Amy Lynch

John Schmus

Nancy Seigle

Richard Wojdon

www.voorhees.k12.nj.us

Voorhees Township Public Schools 2012 - 2013 School Calendar

September 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

October 2012						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 2012						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December 2012						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

January 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

- 4 & 5 Staff Inservice
- 6 First day for students
- 17 & 18 School Closed
- 26 School Closed

October

- 11 Early Dismissal - Staff Inservice

November

- 6 Schools closed
- 8 & 9 School closed
- 14 Early Dismissal
- 21 Early Dismissal
- 22 & 23 School closed

December

- 4 Early Dismissal - Parent Conferences
- 6 School Closed All Day Parent Conferences
- 21 Early Dismissal
- 22 through 31 School closed

January

- 1 School Closed
- 21 School Closed

February

- 6 Early Dismissal - Staff Inservice
- 18 School Closed

March

- 6 Early Dismissal - Staff Inservice
- 26 School Closed
- 28 Early Dismissal
- 29 School Closed

April

- 1 through 5 School closed

May

- 27 School Closed

June

- 19 Early Dismissal
- 20 Last day for students - Early Dismissal

 = School Closed

 = Early Dismissal (lunch served)

Dismissal times: Gr. 1-5 - 1:40 p.m.
Gr. 6-8 - 12:59 p.m.
AM Kdg.- 11:35 a.m.
PM Kdg.- 1:40 p.m.

Delayed Opening Schedule

Grades K to 5 begin 10:30 a.m.
Grades 6 to 8 begin 9:45 a.m.

If more days are needed to complete the required school year due to inclement weather, the calendar will be extended. On early dismissal days, lunch will be served to the students.

February 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2013						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2013						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Absence and Lateness.....	3	Map of Voorhees.....	25
Acceptable Use of Technology.....	3	Medicine Self-Administration.....	8
Addresses and Telephone Numbers.....	24	Middle School Program Highlights.....	21
Administration.....	23	Pest Management (Integrated) Policy.....	12
Admission Policy.....	3	Preschool Disabilities Services.....	15
Anti-Bullying Bill of Rights.....	4	Radio & TV Stations.....	5
Basic Skills Program.....	5	Religious Holidays.....	12
Board of Education Meetings.....	5	Respect Statement.....	2
Calendar for School Year.....	1	School Age Childcare.....	19
Calendar of Events - All Schools.....	20	School Hours.....	13
Classroom Visits.....	5	Section 504 Grievance Procedure.....	13
Closings All Day Emergency.....	5	Security Issues.....	14
Closing Number.....	5	Special Education Services.....	16
Communicable Diseases.....	8	Student Grievance Procedure.....	16
Community Education & Rec.(CER).....	18	Student Records.....	16
Concussion & Head Injuries	5	Superintendent's Message.....	2
Crossing Guard.....	5	Transportation.....	17
Delayed Opening.....	13	Voting Information.....	17
Dress.....	5	Website.....	2
Early Closing.....	13		
		English as a Second Language.....	5
		Enrichment Program.....	6
		Equal Opportunity Policy.....	6
		First Grade Registration.....	9
		Grading System.....	6
		Guidance Program.....	6
		Harassment - Student/Staff.....	6
		Hazardous Material Law.....	6
		Hate Crimes - Bias Incidents.....	6
		Health Services.....	8
		Home Instruction.....	9
		Homework Policy.....	9
		Immunizations.....	9
		Inclusive PreSchool.....	14
		Intervention & Referral Service.....	9
		Kindergarten Program/Registration.....	10
		Life Threatening Allergies.....	8
		Lockers and Personal Property.....	10
		Lunches/Food Services.....	11

Message from the Superintendent of Schools

The Voorhees Public School District strives to give our students a successful learning experience, free of unnecessary stress. When parents and students are aware of essential school district policies, procedures and schedules, the way is paved for a pleasant and positive learning environment. In these pages you will find essential school information. We encourage you to call our offices with any questions that might not be addressed in this booklet and check the website for the most up to date information.

Information and communication are constantly evolving as well as their delivery systems. The district is moving towards a paperless environment that will allow for greater efficiency and costs savings. The 2012-2013 Information Guide and Calendar will only be available digitally.

Education is a partnership between the schools and the community. Our success and achievements would not be possible without the strong relationship we share with the community. Providing the keystone for this relationship is a multifaceted communications program, in which this Information Guide plays an integral role. We encourage you to use this booklet as an important resource. Its pages hold a treasure of information.

Please take advantage of the many opportunities for involvement in our schools. We invite the community to volunteer in our classrooms and libraries, participate in school functions, experience our many Community Education and Recreation activities, and attend Board of Education meetings.

Raymond J. Brosel, Jr.
 Superintendent, Voorhees Township Public Schools

Respect For All

Students in the Voorhees Public Schools are expected to treat one another and staff members with respect, regardless of gender, race, color, creed, sexual or affectional orientation, or national origin. Inappropriate touching of any nature, gender based or racial comments or jokes, bullying, and name-calling of any kind by students are not permitted on the way to or from school, or on school property. All instances of such harassment are to be reported to the building administrator. Parents will be contacted and appropriate action will be taken. Intervention includes, but is not limited to, supportive counseling, detentions, suspensions and/or contacting district and local authorities.

District Website - www.voorhees.k12.nj.us

View the district website to stay informed of important information and news. All the information in this guide is available on our website along with updated school closings, program details, policies and essential facts. Each school has a website that can be accessed from the district homepage.

Attendance, Absence and Lateness

Board of Education Policies 5200, 5230 & 5240

Students' attendance is their parents' or guardians' responsibility.

When a child is absent or late for any reason, a parent or guardian must call the school's absentee line, which can receive calls 24 hours/day. Calls may be made the night before, or before school on the morning of the absence. However, this phone call does not replace the required note written to the child's teacher upon his/her return.

If a child has been absent due to a communicable disease, parents should consult the Health Services section of this booklet for district guidelines concerning the child's return to school.

Long Vacations

Families are encouraged to take vacation in the summer or during school breaks. Authentic learning experiences of the school day cannot be replaced by alternative reading or writing assignments. Teachers are not responsible for assigning and grading work for the student to complete during the trip.



Lateness

If a child is late for school, he/she must bring a parent's note explaining the lateness.

Chronic Absence

If an absence continues unexplained for more than three consecutive days, the principal will notify the parent/guardian. If an absence continues for more than seven consecutive days with no contact from the parent/guardian, the student will be considered to be a potential missing child. The principal will report this to the authorities.

Chronic absences totaling more than 20 days, may be considered unsatisfactory and cause for further investigation, possibly resulting in student retention.

Acceptable Use of Technology

Board of Education Policy 2361

The use of technology includes, but is not limited to the use of software, audio and video media, computers and hardware peripherals, network and telecommunications equipment, and video and audio equipment owned or leased by the Voorhees Township School District. This use is subject to the terms of Board of Education policy.

District technology is to be used to enhance instruction and support learning. The Voorhees Township School District has the capability to monitor use of network resources. Users should not expect that files, data, e-mail or any other resources stored on district servers or other hardware will be private or confidential.

The Acceptable Use of Technology policy in its entirety can be viewed on the district's web site - www.voorhees.k12.nj.us/policies. The policy is also available in the main office of each school and in the district administrative offices.

Admission Requirements

According to Board of Education Policy 5111, all students who live in Voorhees Township with parents or a legal guardian shall be admitted to the Voorhees Public Schools without payment of tuition. The following documents will be provided to the school by the parent/guardian:

Official Birth Certificate

An official document issued by the county or state of birth and containing a raised seal.

Immunization Record

The school nurse will review your child's record with you and tell you if any additional immunizations are required.

School Transfer Card

Contact your child's school to obtain a school transfer card for children in Grades 1 through 5. For Kindergarten registration, this information is not required.

Proof of Residency

One of the following must be provided:

- Agreement of Sale
- Settlement Papers
- Lease with Parent and Child's Names Listed
- Notarized Residency Affidavit, Along with Property
- Tax or Sewer bill
- Voter Registration

If you experience difficulties with the enrollment process, please contact Irene Afek, at 856-751-8446 Ext. 6117.

In process of renting or purchasing:

Students whose parents are in the process of purchasing or renting a residence in the district may be enrolled in the schools on the following basis:

1. Parent shall show his/her agreement confirming purchase or rental, and estimated occupancy date.
2. Tuition will be charged to the parent from the first day of attendance until actual occupancy date.
3. Reimbursement of tuition will be made if the family occupies their home within 60 school days of the date of enrollment of the student.
4. Prior to occupancy, parents are responsible for the transportation of their children to and from school until the date of occupancy.

On a case-by-case basis, the superintendent is authorized to accommodate exceptions to or modifications of the above, when they are in the best interest of the student and/or the district.

4

Anti-Bullying Bill of Rights
Harassment, Intimidation and Bullying Prevention Program
Board of Education Policy 5512

The Board of Education prohibits acts of harassment, intimidation, or bullying of a pupil. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe and disciplined environment. Since pupils 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.

Harassment, Intimidation, and Bullying Definition

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or
2. By any other distinguishing characteristic; and that
3. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3, that substantially disrupts or interferes with the orderly operation of the school or the rights of other pupils; and that
4. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a pupil or damaging the pupil's property, or placing a pupil in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
5. Has the effect of insulting or demeaning any pupil or group of pupils; or
6. Creates a hostile educational environment for the pupil by interfering with a pupil's education or by severely or pervasively causing physical or emotional harm to the pupil.

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to, a telephone, cellular phone, computer, or pager.

The full policy is available at www.voorhees.k12.nj.us/policies or at your child's school office. Every parent and guardian will receive a copy of this policy at the beginning of the school year.

District Anti-Bullying Coordinator: Irene Afek, Coordinator of Elementary Programs, Affirmative Action Officer
856-751-8446, Ext. 6117, 329 Route 73, Voorhees, NJ 08043

Anti-Bullying Specialists:

E.T. Hamilton School	Derek Myers, Guidance Counselor 856-767-4888, Ext. 3124, 23 Northgate Drive, Voorhees, NJ 08043
Kresson School	Lynne Smith, Guidance Counselor 856-424-1816, Ext. 2128, 7 School Lane, Voorhees, NJ 08043
Osage School	Robin Middleton, Guidance Counselor 856-428-2990, Ext. 4172, 112 Somerdale Road, Voorhees, NJ 08043
Signal Hill School	Paula Long, Guidance Counselor 856-767-6749, Ext. 1141, 33 Signal Hill Drive, Voorhees, NJ 08043
Voorhees Middle School	Judy Hawkins, Guidance Counselor 856-795-2025, Ext. 5202, 1000 Holly Oak Drive, Voorhees, NJ 08043 Larry Osborne, Guidance Counselor 856-795-2025, Ext. 5209, 1000 Holly Oak Drive, Voorhees, NJ 08043

Basic Skills Improvement

The Basic Skills Improvement Program, funded through district and federal resources, provides assistance to students functioning below our district's standard in reading, writing and/or mathematics. Students in all district schools may participate in BSIP, which offers individual and small group assistance. BSIP also offers assistance through Title I to township students attending non-public schools.

The Basic Skills office holds parenting workshops throughout the year. Open to all residents, these popular programs address issues of interest to all parents. Notices of these programs are posted on the district website.

For questions relating specifically to your child and the Basic Skills Program, please contact the school's basic skills teacher. General inquiries about the program can be directed to 856-751-8446 Ext. 6120.

Board of Education Meetings

Board of Education meetings begin at 7:30 p.m. All meetings are open to the public except sessions in which personnel or litigation will be discussed. Meetings for the 2012-2013 school year are as follows: August 29 at the Administration Building, September 24 at Osage School, October 24 at Voorhees Middle School, November 28 at Kresson School, January 7 at the Administration Building for the Board Reorganization meeting, January 30 at Signal Hill School, February 27 at E.T.Hamilton School, March 20 at the Administration Building, May 1 at the Administration Building for the District Reorganization Meeting and June 19 at the Administration Building. The Board encourages Voorhees residents to attend its meetings.

Classroom Visits

Parents may arrange visits to their child's classroom through the building principal, in accordance with Board policy. During American Education Week in November, all parents may visit their children's classrooms during scheduled times (see Calendar of Events). Individuals other than parents or legal guardians are not permitted to visit classrooms.

While visiting, parents should follow these guidelines:

1. **Register upon entering the building.**
2. **Do not use cameras (still or video), tape recorders, cell phones or other recording equipment.**
3. **Do not bring pre-school children.**
4. **Turn off all cell phones upon entering the building.**

Closings

If for any reason school will be closed for the entire day, notice will be announced and published on the media as explained below. Days missed will be made up at the end of the year according to the calendar approved by the Board of Education on February 22, 2012.

WHERE TO LOOK FOR EMERGENCY ANNOUNCEMENTS OF SCHOOL EVACUATIONS, DELAYED OPENING/EARLY CLOSING, OR ANY OTHER TYPE OF EMERGENCY SITUATION:

Register for **Parent Portal Access and e-mail notification** at www.voorhees.k12.nj.us.

Make sure your phone number is correctly listed at your child's school so that you receive phone notification through our parent notification system.

School closings, delayed openings and early closings are posted at www.voorhees.k12.nj.us and announced on cable Channel 19 ETV.

Other local television stations may carry these messages.

Voorhees Public Schools number is 574.

Concussions & Head Injuries Board of Education Policy 2341.4

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of pupils that participate in interscholastic athletics, it is imperative that student-athletes, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete to return to play before recovering from a concussion increases the chance of a more serious brain injury. Every student-athlete who participates in interscholastic sports will receive the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form. The school nurse shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student-athlete's parent and keep on file for future reference.

The full policy is available at www.voorhees.k12.nj.us/policies or at your child's school office

Crossing Guards

Under the supervision of the Voorhees Police Department, and funded by the municipal budget, crossing guards are on duty from 8:15 to 9:05 a.m., and from 3:15 to 3:40 p.m. for the elementary schools. On early dismissal days they are on duty from 1:35 to 2 p.m.

The need for crossing guards and their placement is determined by the police department.

Dress Appropriately Board of Education Policy 5511

The way students dress for school affects their attitude and behavior. Our dress regulations are intended to make the student body, staff, parents and visitors proud of our students' appearance. We expect all students to wear clean, sensible attire at all times. If you have any questions concerning appropriate dress, please contact the building principal.

Early Dismissal of Students by Parent

Students will be dismissed early only from the main office and upon the building administrator receiving a written note from the parent. This note should include the time at which the student is to be dismissed, as well as the name of the person to whom he/she will be dismissed.

English As A Second Language

English as a Second Language is a developmental program for non-native speakers of the language. The program emphasizes the development of English vocabulary and structures in the areas of listening, speaking, reading and writing. Students in preschool through eighth grade receive ESL instruction daily. The ESL program operates as a pull out program with small groups of students by grade and/or language proficiency. At the elementary school level, the pull out program provides ESL students with a minimum of thirty minutes of ESL instruction each day. An in-class support model is used for some pre-school and kindergarten students. Middle school ESL students a minimum of forty-five minutes of instruction per day in the ESL classroom.

For more information about this program call or email the program supervisor at 428-2990 extension 4126 or stallings@voorhees.k12.nj.us.

Enrichment Program

Voorhees offers an Enrichment Program in each elementary school, with an enrichment teacher in each. This program has two basic components, with activities for students in grades K to 5.

Sparks Groups Grades 2 - 5

Students with particular academic strengths maybe recommended by classroom teachers to work on these skills with the enrichment teacher. Student may also qualify for Sparks services through certain assessment criteria

Identified Groups

Academically talented students are identified in grades K through 5. Those who qualify through standardized/state assessment scores, content area proficiency, creativity, and teacher recommendation, are serviced through a weekly two-hour pullout program in the elementary schools.

Services for K-2 students begin in January. Services for 3-5 students begin in September.

Enrichment services may also include whole group instruction, high interest group instruction or academic competition instruction.

Voorhees Middle School

In the middle school, sixth grade students will rotate through three related arts cycles in technology education, computers, and vocal music. Students in grade seven will take technology education, music, French and Spanish. In addition, qualifying students in both grade levels will follow an enriched curriculum in math and pre-algebra. Eighth grade students are offered high school level Algebra I, French I, Spanish I, and accelerated art.

Questions concerning the Enrichment Program in each school should be directed to the school principal.

Equal Opportunity Policy

Board of Education Policies 1530 & 5755

The Voorhees Township Public Schools will undertake the necessary affirmative action to provide equal access and employment opportunity without regard to race, creed, color, sex, marital status, national origin, political affiliation, ancestry, affectional or sexual orientation, liability for service in the Armed Forces of the United States, atypical hereditary cellular or blood trait, or non-applicable handicap. This policy also ensures that all personnel actions, such as recruitment, selection, placement, training, promotions, transfers, terminations, disciplinary actions and all benefits and compensation, are equally applied to all, including qualified persons with disabilities (Sec. 504 of the Rehabilitation Act and the Americans With Disabilities Act).

The Voorhees Board of Education affirms its responsibilities to ensure equal educational opportunity to all students. To meet this responsibility the Voorhees Board of Education and Camden County Department of Education approved a Comprehensive Equity Plan. Copies of this plan are available from the affirmative action officer, Irene Afek, at the district administrative offices, 329 Route 73.

Grading System

The district philosophy concerning academic achievement is based on the premise that children have diverse capabilities and interests and individual patterns of growth and learning.

Report cards are issued four times each school year in approximately 10 week intervals.

Kindergarten & First Grade:

Students in kindergarten and first grade receive progress report cards quarterly. Their performance is measured on an array of skills and concepts based on the New Jersey Core Curriculum Content Standards. Grading comments listed below show how each child is progressing on a developmental continuum:

Grading Comments

C -	Consistently Demonstrates
D -	Demonstrates Frequently
O -	Occasionally Demonstrates
R -	Rarely Demonstrates
NA -	Not Assessed at this time

Second through Eighth Grade

Grades two through eight receive report cards quarterly with student performance measured by the following grades:

	Grades 2-5	Grades 6-8
A+	100-98	100-99
A	97-95	98-94
A-	94-92	93-92
B+	91-89	91-90
B	88-86	89-85
B-	85-83	84-83
C+	82-80	82-81
C	79-77	80-76
C-	76-74	75-74
D+	73-71	73-72
D	70-68	71-67
D-	67-65	66-65
F	64-50	64-50
I	Incomplete	

Grades 2-5
O = Outstanding
S = Satisfactory
NG = No Grade
NI = Needs Improvement
W = Withdrew

Grades 6 - 8
P = Pass
E = Exempt
NG = No Grade
W = Withdrew

Guidance Counseling

All students receive counseling services

Voorhees Middle School

At the Voorhees Middle School, guidance counselors assist with academic scheduling, as well as with personal or academic difficulties. A class retains the same counselor for three years.

Middle School counselors work with elementary and high school counselors to coordinate orientations for fifth grade students entering middle school, and eighth grade students entering high school.

Following are the guidance counselors and their telephone numbers for 2012 - 2013:

Counselors	Tel.# 856.795.2025
Judy Hawkins	Ext. 5202
Larry Osborne	Ext. 5209

Elementary School

Elementary school counselors assist students, teachers, parents and administrators. In a comprehensive, prevention-based program, school counselors take a proactive approach as they interact with students in the classroom setting, share in small group sessions, and build a helping relationship during individual counseling. The counselor as a consultant helps parents and staff by providing resources and intervention appropriate to all students.

Parents wishing to speak with one of the elementary school counselors should call the following:

E.T.Hamilton School

Mr. Derek Myers 856.767.4888 Ext. 3124

Kresson School

Mrs. Lynne Smith 856.424.1816 Ext. 2128

Osage School

Mrs. Robin Middleton 856.428.2990 Ext. 4172

Signal Hill School

Ms. Paula J. Long 856.767.6749 Ext. 1141

Hazardous Materials Law Concerning Use and Storage of C.34:5A-10.3,3ab&c:

1. This law requires a posting on a school's public bulletin board 48 hours in advance of any construction or activity that involves the use of a hazardous substance.
2. This law requires the school district to notify every parent once a year that we will be posting 48 hours in advance of the use of a hazardous substance. This annual notice is published in this district Information Guide and on the district web site (www.voorhees.k12.nj.us).

Hate Crimes and Bias Incidents

Bias incidents are suspected or confirmed acts which are motivated by racial, ethnic, gender, handicap, religious or sexual preference, and are aimed at a person, group of people, or private or public property.

Hate crimes are suspected or confirmed crimes which are motivated by racial, ethnic, gender, handicap, religious or sexual prejudice and are aimed at a person, group of people, or private or public property.

Whenever a bias or hate crime occurs on school property, or an incident such as the distribution of hate literature:

- The principal should be notified immediately.
- The principal will immediately notify the superintendent of schools.
- The superintendent of schools will immediately notify the local police.
- The local police will immediately notify the Major Crimes Unit of the Camden County Prosecutor's office and the State Office of Bias Crime and Community Relations.

Harassment Policies - Student and Staff According to Board of Education Policies 5512, 5751 & 3362

The Voorhees Township Board of Education firmly believes that students and staff are entitled to an environment conducive to learning and working, free of harassment. Students and staff should have the opportunity to enjoy and look forward to coming to school and work.

The Board realizes that a part of growing, maturing and developing into a productive citizen requires learning the necessary skills to be successful in our diverse society. In order to ensure that our students are successful, and our staff members treat each other with respect, the Board will not accept harassment of students or staff by other students or staff, and promulgates these policies to ensure that everyone is working toward an environment devoid of harassment.

All incident reports of harassment will be fully investigated and appropriate action will be taken. "Harassment" can be defined as unwelcome advances such as, but not limited to; verbal or physical intimidation, bullying, extortion, name-calling, teasing or sexual harassment. Any student or staff member who believes that he/she is the victim of harassment by a student or co-worker should report the alleged acts or circumstances to the teacher, school counselor, principal, other administrator or Irene Afek, the Affirmative Action Officer (751-8446 ext. 6117).

The full student policy is available at: www.voorhees.k12.nj.us/policies

A certified School Nurse, on duty at each of our schools during school hours, is responsible for the following:

- Ensuring students have State required immunizations.
- Checking and recording students' height, weight, blood pressure vision and hearing, according to board policy.
- Checking students for scoliosis beginning at age 10 and then bi-annually in grades 6 and 8.
- Administering prescription/over the counter medication in school to students only when the following conditions are met:
 - 1) Medication must be in original container.
 - 2) Medication must be labeled with child's name, medication name, dosage and frequency.
 - 3) Both a written doctor's order and a parent note specifying directions for dose, time to be given, purpose of medication and termination date, for both prescription and over-the-counter medication.
- Administering first aid when needed under guidelines set up by the school physician.
- Acting as a health education resource.

Management of Life -Threatening Allergies

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Policy 5331 has been developed in accordance with the Guidelines for the Management of Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education. Please contact your child's school nurse for further information and a copy of this policy. The policy and regulations are also available at www.voorhees.k12.nj.us/healthservices.

Communicable Diseases

Parents of children with communicable diseases must follow the district guidelines before readmitting their child:

- A. Chicken Pox: The child should remain at home for 7 to 10 days or until such time as all lesions have scabbed. The child must report to the school health office before being readmitted to class.
- B. Conjunctivitis: The child must be on medication prescribed by his/her physician for 24 hours before returning to school.
- C. Impetigo: Child should remain at home for at least 24 hours after the start of medication prescribed by the child's physician.
- D. Head Lice/Nits: The child must be treated and may not return to school until all lice and nits are gone. The child must report to the school health office before being readmitted to class.
- E. Vomiting, Diarrhea: The child should not return to school until 24 hours after vomiting and/or diarrhea have ceased.
- F. Strep Throat: Child should remain at home for at least 48 hours after the start of medication prescribed by a physician.
- G. The child must be fever free for at least 24 hours.

When Illness Occurs at School

When a child becomes ill in school, the nurse may determine that he or she should be sent home. Parents should make arrangements for the child to be picked up at school as soon as possible after the nurse's phone call to home, or to the emergency number provided by the parent at the beginning of the school year.

Symptom Free Before Returning

School policy states that a student must be fever and symptom free for at least 24 hours before returning to school. If the nurse finds a problem through any of her observations of a child, she will notify the parent by phone or written notice to explain her findings.

Allergies/Chronic Illnesses

Parents/guardians should notify the school nurse if a child has any chronic illness or allergies (e.g. insect bites, foods). The nurse will inform the appropriate personnel.

Physical Examinations

Parents are responsible for student physical examinations. Each student must be examined by his/her own physician upon entry into school - kindergarten and all transfer/new students. This exam must be documented on the school PHYSICAL EXAM FORM, and given to the school nurse. Parents should update their child's physical exam in fourth grade and then again between grades seven and twelve.

Self-Administration of Medicine Chapter 40 of Title 18A of the New Jersey Statutes

Law A-2600, "The Administration of Medication for Certain School Pupils" permits a student to self-administer medication for **asthma or other potentially life threatening illnesses**, provided the following conditions are met:

1. Parents/guardians must present to the Board of Education written authorization for the administration of the medication.
2. The child's physician must certify, in writing, that the child has asthma or another life-threatening illness, and that the child is capable of and has been instructed in the proper administration of the required medication.
3. The district Board of Education must inform the parent/guardian in writing that the district shall not incur liability as a result of any injury arising from the self-medication.
4. The parent/guardian must sign a statement holding the district harmless against any injury or claims that arise as a result of the pupil's self-administration.
5. Permission is effective for the school year for which it is granted and must be renewed every school year, following the above mentioned process.

Self-medication forms are available in the nurse's office and on the school website.

Immunizations

In compliance with the updated law effective 9/1/01 of Chapter 14 of the New Jersey Sanitary Code, New Jersey Department of Health, schools need medical proof with dates that a child has received specified immunizations. New Jersey State law requires that all pupils have the following:

Preschool/Pre-Kindergarten

(This applies only to children attending pre-school or pre-Kindergarten)

Pneumococcal Conjugate Vaccine

Ages 2-11 months – 2 doses

Ages 12 months through 59 months – one dose

Influenza Vaccine

Ages 6 months through 59 months – 1 dose annually to be given between September 1st and December 31st of each year.

Haemophilus B (Hib)

Ages 2-11 months - 2 doses

Ages 12-59 months - 1 dose

Grades Pre-school through Grade 8

Diphtheria/Pertussis (whooping cough)/Tetanus

Children entering pre-school/pre-Kindergarten need a minimum of 4 doses.

Children 1-6 years old - 4 doses, with one dose given on or after the fourth birthday, or any 5 doses.

Children 7 or older - Series of 3 doses.

Hepatitis B All students - 3 doses.

Children 11 – 15, a 2 dose series is acceptable.

Polio

Minimum of 3 doses with 1 dose given on or after the 4th birthday, or any 4 doses provided that they are given 28 days a part.

Mumps

One dose of live mumps virus vaccine given on or after age one.

Rubella (German Measles)

One dose of live rubella virus vaccine given on or after age one.

Measles Vaccine

Children over 15 months of age entering pre-school or pre-kindergarten need a minimum of one dose of a measles vaccine. Children entering Kindergarten need two doses of a measles vaccine.

Varicella Vaccine

Children ages 19 months and older - one dose, administered no earlier than 4 days prior to 1st birthday. Laboratory evidence of immunity or physician or parental statement of varicella disease is also acceptable.

Grade 6 (In addition to the immunizations outlined above)

Tdap vaccine (Tetanus, diphtheria, acellular pertussis)

Beginning September 1, 2008, children born on or after January 1, 1997 AND entering or attending Grade 6 - one dose of Tdap given no earlier than the 10th birthday AND five years have elapsed from the last DTP/Dtap or Td dose.

Beginning September 1, 2008, children born on or after January 1, 1997 AND transferring into a New Jersey school from another state or country – one dose of Tdap, provided at least five years have elapsed from the last documented Td dose.

Meningococcal Vaccine

Beginning September 1, 2008, children born on or after January 1, 1997 AND entering or attending Grade 6 – one dose of a meningococcal-containing vaccine, such as the medically preferred meningococcal vaccine.

Beginning September 1, 2008, children born on or after January 1, 1997 AND transferring into a New Jersey school from another state or country – one dose of meningococcal vaccine.

Homebound Instruction

The district board of education shall provide home instruction to a child who will be confined to the home or other facility for 10 consecutive days or more due to a temporary or chronic health condition. To request home instruction the parent should submit a request to the director of special services that includes written documentation from the student's physician indicating the nature of the illness and the projected need for confinement.

Homework Policy

The following time schedule should be used as a guide for the assignment of homework:

- Grades 1 & 2 20 minutes per night
- Grade 3 30 minutes per night
- Grades 4 & 5 45 to 60 minutes per night
- Grades 6-8 1 to 2 hours per night

Homework should be reviewed the following day with students. Completion of homework shall be a factor considered when determining grades at the end of the marking period. Long term assignments are encouraged for grades 3 to 8.

Intervention and Referral Services Response to Intervention

The district provides intervention and referral services in each school when a student has been identified as making minimal academic and/or emotional progress in the general education setting. The Response to Intervention process is a collaborative school effort between district personnel and parents to provide services to assist children in meeting the core academic standards. Referral to our intervention process is not to be considered as a first step to a Child Study Team evaluation. Quite the opposite, it is designed to serve our students and teachers within the general education setting.

Questions concerning this service should be directed to the school principal.

Kindergarten Program

Kindergarten students attend a half-day, morning or afternoon session. The morning session runs from 9:00 to 11:35, and the afternoon session, from 12:50 to 3:25. Each child remains in the same session all year.

All kindergarten students will follow a special schedule on the first day of school. The PM kindergarten session will follow a special schedule on all early dismissal days. According to Board of Education policy, all kindergarten students are bused to school.

Note: The Board of Education reserves the right to assign kindergarten students to a Voorhees school other than the neighborhood school.

Registration

Any child who will turn five years of age on or before October 1 is eligible for kindergarten admission in September of the same year. Spring registration for September kindergarten entrance will be held on the following days at neighborhood schools:

- March 7: Last names beginning A - L
9:30 a.m. - 11:00 a.m. & 1 p.m. - 3 p.m.
- March 14: Last names beginning M - Z
9:30 a.m. - 11:00 a.m. & 1 p.m. - 3 p.m.
- March 21: Make-up registration
9:30 a.m. - 11:00 a.m. & 1 p.m. - 3 p.m.

Each registration will run from 9:30 to 11:00 a.m. and 1-3 p.m. If these times conflict with parents' schedules, they should contact the school to make other arrangements.

At registration, the parent or guardian must present the child's birth certificate, immunization record and proof of Voorhees residence (tax bill, deed, lease, mortgage, voter registration, utility bills, financial account statement, delivery receipts). Each registered child will receive a physical examination/medical history form which must be completed by the child's physician before school begins.

Each registration will run from 9:30 to 11:00 a.m. and 1-3 p.m. If these times conflict with parents' schedules, they should contact the school to make other arrangements.

At registration, the parent or guardian must present the child's birth certificate, immunization record and proof of Voorhees residence (tax bill, deed, lease, mortgage, voter registration, utility bills, financial account statement, delivery receipts). Each registered child will receive a physical examination/medical history form which must be completed by the child's physician before school begins.

Orientation

Prior to the beginning of school, kindergarten teachers hold an orientation for students and parents. During this brief morning program, parents and children meet the teacher and principal. While the principal speaks to parents, teachers acquaint students with their new classroom and routine. Students tour the school bus and meet their bus driver. Parents are urged to arrange their schedules so that they can attend this important program.

1st Grade Student Registration

If you have a child entering 1st grade in September who attends a private kindergarten please register your child on the following days at your neighborhood school.

- March 21: 9:30 a.m. - 11:00 a.m. & 1 p.m. - 3 p.m.

CER Kindergarten

K-CER is a program designed to provide developmentally appropriate activities in a safe, secure environment within your child's elementary school. Each day K-CER staff will reinforce and enrich the Voorhees Township kindergarten curriculum to facilitate the development of your child's academic, physical and social skills. This tuition-based program is available in both the morning and afternoon in order to supplement your child's kindergarten experience.

To learn more about K-CER contact Mike Redfearn at 856-795-2025, Ext. 5232 or redfearn@voorhees.k12.nj.us

Lockers and Personal Property Board of Education Policy 5770

A student's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated, or is violating either the law or the rules of the school.

School lockers remain the property of the district even when used by students. Lockers are subject to administrative search in the interests of the school safety, sanitation, discipline, enforcement of school regulations, and to search by law enforcement officials on presentation of the proper warrant. Students are informed of this policy when lockers are assigned.

This policy was adopted by the Board of Education in August 1979 and revised in September 2007. It is in accordance with the State of New Jersey Statutes 18A:36-19.2, 18A:37-6.

Foodservice and Lunch Choices

Each school serves a well-balanced, nutritious lunch daily for students who choose to buy their lunch. Lunches are served on early dismissal days. Menus are available on the district website.

In the 2012-2013 school year, lunches at the elementary school will cost \$2.50 each, or \$12.50 per week. Middle School lunches will cost \$2.75 each or \$13.75 per week. Milk bought separately will cost \$.60. Children from low income families may be eligible to receive reduced price or free lunches. Inquire at the school cafeteria for more information.

The cafeteria is a nonprofit, self-sustaining service under the direction of the district's Food Service Director.

Food Allergies

If a child has a food allergy, the child's physician must write a letter to the school nurse regarding the allergy.

Snacks and beverages sold in the cafeterias meet the New Jersey-model nutritional guidelines. Snacks may contain peanut oil as an ingredient. They also may have been processed on machines on which traces of the oil are left from runs of previous snacks.

Point-of-Sale Lunch System and My Payments Plus

All schools use a computerized Point-of-Sale lunch system. This system manages your child's school lunch meal account. The Middle School also has healthy vended sandwiches and salads that can be used with the student ID card

All students are assigned an ID card with a lunch identification number. This card must be used to purchase food in the cafeteria. This card is given to the students when they arrive in the cafeteria for lunch each day and is collected after they purchase lunch or snack.

This system provides complete confidentiality for all students.

A convenient state of the art online and telephone based My Payments Plus system offered through Horizon Software International is also available in all schools. My Payments Plus allows you to make automatic pre-payments to your child's account via the web at www.mypaymentsplus.com or by phone at (800) 741-7100. Pre-pay online anytime, anywhere.

My Payments Plus is available 24/7 for your convenience.

You may view the monthly menu on the Food Services section of the district website www.voorhees.k12.nj.us. Additional information and highlights about the computerized lunch system and My Payments Plus is also available on the district website.

When Students Choose to Buy Lunch

The school district follows the State recommended procedure of allowing children to choose from a menu of foods offered for lunch. According to the N.J. law for school lunch, students may choose as many as five items or as few as three from the following list in the proportions indicated.

ALL STUDENTS PURCHASING LUNCH MUST CHOOSE EITHER A FRUIT OR VEGETABLE WITH THEIR LUNCH

Students may choose as many as five items, or as few as three, from the following.

Choose 1	Choose 1	Choose 1	Choose 1	Choose 1
skim white milk	protein entree	whole grain bread/pasta	vegetable	fruit
skim chocolate milk	alternate protein entree			

The recommended five food components include milk(essential calcium), protein entree, whole grain bread or pasta two days per week and enriched bread or pasta two days per week. **Students must take a fruit or vegetable with their lunch.** These items make up a lunch that provides about one third of a child's daily nutritional needs. In addition to the required food choices, the food service department sells a variety of healthy snacks, 100% juices and bottled water that meet the new child nutritional guidelines.

While water is a healthy alternative it is not considered one of the five components of lunch: therefore it may not be substituted for milk.

To encourage children to take the entire lunch, Congress has mandated that the price of lunch remain the same whether a child chooses the entire lunch or refuses one or two items.

Healthy eating is our business! It is our foremost priority. The Food Services Department offers a large selection of fresh fruits and fresh vegetables daily. To ensure that foods are nutritious and appealing, our foods are baked not fried, and low fat items are used whenever possible. All of our foods are ZERO in Trans Fat and we purchase whole grain rolls and bread products. We also offer express healthy choice salads and grab and go complete lunches. We are committed to providing a healthy diet for all our customers.

Middle School Programs

Sixth, seventh and eighth grade students from all district elementary schools attend Voorhees Middle School.

For incoming sixth grade students, VMS features an extensive orientation program for both parents and students. Placement testing and orientation for students transferring to VMS in grades six through eight are held in August.

Voorhees Middle School offers a wide range of courses and special programs. Computer aided instruction using state of the art technology is used throughout the school. Along with integrating technology across the curriculum VMS has four computer labs for students use.

Teleconferencing, SmartBoards, wireless laptops and other technologies are used by our students and staff.

VMS offers many outstanding programs that provide opportunities for community service, physical fitness, or academic enrichment.

These include:

- High School Algebra I, Spanish I, French I
- French and Spanish in 7th and 8th grades, world culture in 6th grade.
- Related Arts: music, art, computers and technology education.
- Environmental Studies - All sixth grade students participate in an outdoor environmental studies program in which they study environmental sciences and participate in social activities.
- A full range of extracurricular activities include two bands, chorus, orchestra, environmental science club, school store, computer club, school newspaper, Literary Magazine, Olympics of the Mind, Science Olympiad, Homework Club, Mentors in the Middle, Peer Mediation, Peer Tutoring, technology club, adopt-a-grandparent, chess club, drama club, theater crew, student council, Viking Volunteers and yearbook. Sports include baseball, basketball, field hockey, cheerleading, running club, soccer, softball, track, wrestling and sixth grade intramural sports.

Integrated Pest Management Notice Board of Education Policy 7422

The district has in place an Integrated Pest Management Policy and Procedures. To see the Voorhees Township Public School's policy, please visit our website at www.voorhees.k12.nj.us. The district will only use low impact pesticides (baits, traps, gels, etc.) if at all possible. Some applications include Advance Granular Bait, Maxforce Ant Bait, Maxforce FC Roach Bait, Niban Granulars and Eco Exempt. If any other application is to be used, students, parents and staff will be notified in writing 72 hours in advance. If such an application is required, the district will make every effort to schedule the application during a period when school is not in session. Each school's IPM plan can be found in each school's main office and is available for public review. Please contact Clark Mathes, the District IPM Coordinator at (856)751-8446, Ext. 6123 for further information.

Religious Holidays

The Board of Education's Religious Holiday policy (8810) is available at each school's main office or from the Public Information Office. With guidelines for decorations and parties, this policy includes the ongoing assistance of a clergy advisory committee.

Regarding pupil absence from school because of a religious holiday, in accordance with State law the following rules and regulations will apply when religious holidays occur on days when school is in session:

1. No pupil absent because of a religious holiday may be deprived of any award or eligibility, or opportunity to compete for any award because of such absence.
2. If a pupil misses a test or examination because of a religious holiday, that student must be given the right to take an alternative test or examination.
3. To be entitled to the privileges set forth, a pupil must present a written excuse signed by a parent or guardian.

School Hours

Since elementary school grounds are unsupervised until 8:45 a.m., and Middle School grounds until 8:15 a.m., students are not permitted on the playgrounds or in the buildings before then. During inclement weather, children are admitted directly to the building at 8:45 a.m. and 8:15 a.m. respectively. If parents must drop off children before then, they should make arrangements through CER's School Age Child Care program.

Early Dismissal Days

Students in grades 1-8 will be dismissed after lunch is served on all early dismissal days.

*On early dismissal days the afternoon kindergarten session will arrive at 11:05 a.m. and be dismissed at 1:40 p.m.

** On early dismissal days the afternoon preschool session will arrive at 11:05 a.m. and be dismissed at 1:20 p.m. AM kindergarten and AM preschool will follow a regular schedule.

Grades	School Begins	Regular Dismissal	Early Dismissal
1 - 5	9:00	3:25	1:40
6 - 8	8:15	2:44	12:59
Kind. AM	9:00	11:35	11:35
PM	*12:50	3:25	1:40
PreSchool			
Mon.-Thur. (p.m.)	8:50	11:20	10:35
	**12:35	3:05	1:20
Friday (p.m.)	10	12	
	1:15	3:15	

Emergency Early Closing

If school is dismissed early due to weather or an emergency:

1. PM kindergarten and PM preschool will be cancelled.
2. All parents should provide supervision for children if they will not be home when students arrive.

Delayed Opening

For a delayed opening, school will open 1 1/2 hours (90 minutes) later than usual. Please follow the times listed. Buses will pick up students an hour and a half later than the normal pick-up time.

All-Day Closings

If for any reason school will be closed for the entire day, notice will be announced and published on the media as explained below.

	Delayed Opening	School Hours
Grades 1 - 5	10:30 a.m.	- 3:25 p.m.
Grades 6 - 8	9:45 a.m.	- 2:44 p.m.
AM Kindergarten	10:30 a.m.	- 1:00 p.m.
PM Kindergarten	12:50 p.m.	- 3:20 p.m.
AM Preschool	10:20 a.m.	- 12:05 p.m.
PM Preschool	1:20 p.m.	- 3:05 p.m.

Days missed will be made up at the end of the year according to the calendar approved by the Board of Education on February 24, 2010.

WHERE TO LOOK FOR EMERGENCY ANNOUNCEMENTS OF SCHOOL EVACUATIONS, DELAYED OPENING/EARLY CLOSING, OR ANY OTHER TYPE OF EMERGENCY SITUATION:

Register for **Parent Portal Access and e-mail notification at www.voorhees.k12.nj.us.**

Make sure your phone number is correctly listed at your child's school so that you receive phone notification through our parent notification system.

School closings, delayed openings and early closings are posted at www.voorhees.k12.nj.us and announced on cable Channel 19 ETV. Other local television stations may carry these messages.

Voorhees Public Schools number is 574.

Section 504 Of The Rehabilitation Act Of 1973

It is the policy of the Voorhees Township Board of Education to provide a free and appropriate public education (FAPE) to all students within its jurisdiction who are handicapped consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 and of the Americans with Disabilities Act (ADA) of 1990. No student solely by reason of his or her handicap as defined in these Acts, shall be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity operated by the school district.

504 Grievance Procedure

A parent or guardian who believes that the district is violating Section 504 procedures may file a grievance with the district. A parent or guardian who believes that they, or their child, have not received proper services or accommodations which are therefore a violation of Section 504, should file the complaint with the 504 coordinator, assistant superintendent for curriculum and instruction, Fran Collins, 856-751-8446 Ext. 6118.

- The complaint should be in writing and explain why the complainant believes there is a violation of the law.
- Upon receiving the complaint, the 504 coordinator will schedule an informal hearing within fifteen (15) working days. The parent/guardian has the right to be accompanied by counsel.
- The purpose of the informal hearing is to clarify each party's concerns and understandings of the specific alleged violation. At the informal meeting the parties will attempt to resolve the complaint. A description of the alleged violation will be put into writing.
- If it is determined that a satisfactory conclusion cannot be reached, a meeting will be scheduled within five (5) working days with the superintendent or assistant superintendent of schools.
- If after meeting with the superintendent or assistant superintendent of schools, the complainant believes that the violation remains unresolved, the complainant may request a meeting with the Board of Education. The Board of Education will arrange such a meeting within thirty (30) calendar days of such a request and hold such a meeting within the rules and regulations of the Board, and in accordance with prevailing law.

Security Emergency Management & School Safety Plan

Be assured that the district's primary goal is to ensure the safety and security of all students and staff through preparation, planning and prevention. Listed are security and emergency procedures in place at all schools:

- All building doors are locked at all times. During arrival and departure times, staff members are on duty at the entrance doors for students.
- All visitors to our building must be buzzed in through the front office and are required to sign in and wear a Visitor's Badge while in the building.
- Procedures for fire drills, evacuation drills, lock-down drills, and other security drills are in place and are practiced by all students and staff throughout the year.
- The Voorhees Township Schools work closely with local law enforcement, fire department personnel, and the Office of Emergency Management to ensure coordination of efforts in the event of an emergency.
- The Voorhees Township Schools utilize the School Messenger Program. This telephone notification program allows us to notify all parents within just a few minutes in the event of an emergency. This program relies on the accuracy of the telephone numbers we have listed for parents, so it is important for you to notify the school with any change in phone numbers or contacts.

The Voorhees Public School District is Required by County, State, and School Board Regulations to Report the Following to the Voorhees Police Department:

- | | |
|--|--|
| 1. Any fights that students of all ages are involved in, with the intent to cause harm to another. | 4. The destruction of school property. |
| 2. The possession of illegal drugs, substances or alcohol. | 5. Harassment, including, but not limited to, sexual harassment. |
| 3. The possession of a gun or other weapon. | 6. Bias incidents/hate crimes. |
| | 7. Suspicion of student non-residency. |

To the Division of Youth and Family Services (DYFS):

Any suspicion of child abuse.

Assault

Assaults can be "aggravated" or "simple." Aggravated assault can cause serious and significant bodily injury, such as broken bones, by using a deadly weapon or pointing a firearm at someone. Simple assault can cause injury such as cuts or bruises. It is illegal to engage in fighting, which is a physical confrontation by two or more persons through mutual consent. It is illegal to attempt to cause or actually cause injury to another person.

Whenever an assault occurs:

- Students or staff should immediately notify the principal.
- The principal should immediately inform the superintendent of schools.
- The superintendent of schools, principal, assistant principal or supervisor will notify the police department.

Trespassers

All school buildings have secured entry. Visitors must first press a button to gain entry. Staff in the main office screen all who enter the building through an office monitor and camera at the main door. All visitors to school buildings must first check in to the school office. It is illegal for anyone to enter or remain in a school building, school bus, or in any building belonging to a school:

- Without permission.
- Without legitimate business or purpose.
- Without previously given notice.

Weapons

Weapons include knives, metal knuckles, slingshots and firearms which include handguns, BB guns, shotguns, semiautomatic guns and stun guns. Baseball bats, razor blades, tools and mace are also considered to be weapons.

It is illegal to possess on school property (including a school bus), without written permission of the governing school official:

- Any kind of firearm.
- Dangerous knives and other devices.
- Tear gas, mace, pepper spray and/or other "self-protective" devices.
- Handcuffs.
- An "imitation" firearm.

Stalkers

It is illegal for anyone to purposely and repeatedly follow another person while acting in a way or making a believable threat which would annoy or put that person reasonably in fear of death or bodily injury.

SPECIAL SERVICES AND PROGRAMS

Special Education Services are provided to potentially educationally disabled students and, if eligible for special education, shall receive an individualized educational program to meet their unique needs. Parents or instructional staff may refer a child for an evaluation to determine eligibility for special services. Parents, child study team members, special education instructional staff, and related services personnel work together throughout this process.

Child Study Team

Determinations of eligibility for special services are made after an evaluation by the Child Study Team. The Team consists of the Director of Special Services, school psychologists, learning disabilities teachers/consultants and school social workers. Special services staff also provide consultative services to parents and teachers for any child experiencing difficulty in learning or behavior.

Speech Therapy

Children from 5 years of age to eighth grade can be evaluated and, if eligible, provided speech therapy.

Programs

Special Education Programs serve eligible students from 3 years of age through eighth grade. A full continuum of services is available with an emphasis on educating students to the maximum extent appropriate with students who are not disabled. Options include but are not limited to support in general education classrooms, resource centers, special classes, home instruction, and occasionally programs out of the district. Related services include but are not limited to speech/language, occupational and physical therapies, counseling, behavioral consultation, and special transportation, etc. occupational and physical therapies, counseling, special transportation, etc.

Preschool Disabilities Program

Educational services for students identified as Preschool Disabled are provided for children ages 3 to 5 who exhibit delays in communication, physical, motor, social and/or cognitive development. A full continuum of services is available with an emphasis on educating students to the maximum extent appropriate with students who are not disabled. Related services are provided by the speech/language specialist, occupational therapist, physical therapist and Child Study Team. Parent support and training is available throughout the year. It is recommended that parents of young children refer the child to the Child Study Team approximately three months prior to their third birthday so that services can be provided when the child turns 3 years old.

Project Child Find - Who to Contact to Refer a Child

The Voorhees Township Schools provide free programs and services for children who demonstrate a disability or developmental delay and require special education and related services. Referrals for special services may be made by parents /guardians, instructional staff and/or agencies involved in the welfare of children:

- To identify a preschool child who may be disabled contact the Child Study Team, 856-751-8446 Ext. 6134.
- Concerns about school-age students should be directed to the child's teacher or the school principal.
- School-age children with disabilities and enrolled in a private school by their parents may be eligible to receive certain services. Contact the Child Study Team as listed above.
- For speech only, referrals should be made directly to the child's teacher or the school's speech/language specialist.

The State of New Jersey provides Early Intervention for children with developmental delays or disabilities from birth up to age 3. Families may make a direct referral by calling 1-888-653-4463. For children birth through 21 with special health care needs referrals can be made through the Camden County Special Child Health Services Case Management Unit at 856-374-6021.

Additional information can be found at:
www.nj.gov/health/fhs/sch/sccase.shtml.

INCLUSIVE PRESCHOOL

For Three and Four-Year-Old Voorhees Children

The Voorhees Township Schools also offers a preschool program for students with and without disabilities. Classes include three and four year-old children in half-day sessions providing developmentally appropriate instruction delivered by fully certified teachers. Children without disabilities must be three years of age by October 1 to be considered and must demonstrate age-appropriate verbal skills and be toilet trained. Space is limited and selection of children without disabilities will be done via lottery in the spring for the upcoming school year. Children with disabilities will be identified by the Child Study Team and school staff in consultation with parents.

Classes meet five days per week from Monday through Friday. The hours for the morning session Monday through Thursday are 8:50-11:20 AM and 12:35-3:05 PM for the afternoon session. Friday morning session is from 10 AM to 12 Noon and the afternoon session is from 1:15 to 3:15 PM.

No transportation or Child Care is provided.

Student Grievance Procedure

According to Board of Education policy, students and parents, acting on a student's behalf, may file a complaint dealing with alleged violation, misinterpretation or inequitable application of the district's policies relative to Federal and State legislation. This legislation guarantees equal treatment to all persons regardless of race, creed, color, sex, religion, ancestry, national origin, social or economic status, or disability. Copies of the grievance policy 5710 are on file in all district principals' offices.

STUDENT RECORDS

Parents' Rights to Inspect and Review Child's Records

Board of Education Policy and Regulation 8330

A student file is maintained for each child at his or her school. This file contains academic, medical and other information. Parents and guardians have a right to review their child's file. To do so contact the building principal. You can read the policy and regulation on the district website or it is available in each school office.

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. They should write the School principal [or appropriate official], clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. [Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. If the school determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to appropriate parties whose knowledge of the information is necessary to protect the health and safety of the student or other individuals.
5. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Transportation is provided for students in grades 1-8 who do not live within walking areas as described in Board policy. All kindergarten students are bused.

To ensure the safety of all students, video cameras record student behavior on all school buses. In compliance with State law, all buses built after September 8, 1992 are equipped with seat belts.

Questions regarding transportation should be directed to the Transportation Office, 751-8446 extension 6124 or turnerd@voorhees.k12.nj.us.

Rules & Regulations for School Bus Riders

Waiting for the Bus

- Be on time at the bus stop (5 to 10 minutes prior to the pick-up time recommended).
- Stay off the road while waiting for the bus; use the areas along the curb.
- Show respect for private property, lawns, etc.
- Stay out of garages when waiting for the bus.

On the Bus

- Riding the school bus is a privilege. Violation of the rules will result in the loss of the bus privileges.
- Properly wear seat belts whenever the bus is in motion.
- Move to the rear of the bus when getting on.
- Do not extend hands, arms, head, or other parts of the body out of the window.
- Loud talking, laughing, or unnecessary confusion distracts the driver and can cause an accident.
- Never tamper with any bus equipment.

- Treat bus equipment as you would valuable furniture in your own home or your own car. Willful damage to seats, etc. must be paid for by the offender.
- Assist in keeping the bus clean. Leave no books, lunches or other articles on the bus.
- Keep the aisles clear of books, band instruments, and other objects.
- Remain seated while bus is in motion.
- Help look after the safety and comfort of younger children.
- No animals or pets are allowed on the bus.
- No smoking is permitted.
- Eating is not permitted on buses for safety reasons.
- No inappropriate or offensive language.
- No inappropriate touching of other students.
- No bullying.

Boarding and Leaving the Bus

- Students may **only** ride the bus to which they are assigned.
- If it is necessary to cross the road after getting off the bus, always make eye contact with the driver. Cross at least 10 feet in front of the bus. Look both ways. Once you have crossed the roadway never attempt to return to the bus. Be alert for a danger signal from the driver.
- The driver will not pick up or discharge riders at places other than the regular bus stop.
- Only students who are designated as bus riders and **authorized adults** are permitted to board buses.

Parents with questions regarding busing after 4 PM should call the appropriate bus company:

Please have your child's route number available

**First Student Transportation 753-0222(Berlin) - Hillman's Bus Service 753-1123(West Berlin)-
T&L Transportation 783-6609(Gibbsboro) - First Student, Inc. 546-8131(Lawnside - H21 Route only)**

If you are calling in reference to a 3:30 p.m. late run, please contact T&L Transportation

If you are calling in reference to a 4:15 p.m. late run, please contact First Student(Berlin)

Voting Information

Residents must be registered to vote in both school and general elections. School elections are now held in November along with the regular scheduled elections when voters choose members of the Board of Education.

Voter Registration

To be eligible to vote, residents must be citizens of the United States and at least 18 years old on the day of the election. Residents must have been living in the state and county for 30 days, and must have registered at least 30 days before the election.

Qualifying residents may register to vote at the Township Clerk's office in the Municipal Building on Route 561, at the County Store in the Echelon Mall, by securing a mail-in registration form from the district's Public Information Office or from the principal's office at each school or downloading a Voter Registration form from the district website.

If a resident who was once registered has moved, or has not voted in the past four general elections, he or she must register again, since the County board of elections removes voters' names from the registration list in these two cases.

Vote By Mail

You may now vote by mail for all elections. This will ensure that your vote counts without going to the polls.

Applications for Vote By Mail ballots are available on line at www.voorhees.k12.nj.us/votemail.

Vote by Mail ballot applications must be mailed so that they are received by the County Clerk's office at least seven days prior to the election. Upon receipt of the application, the Clerk mails a Vote by Mail ballot to the voter. Once a ballot is mailed, the voter must vote by Vote by Mail ballot, not at his or her designated polling place.

**We urge you to vote in the next school election
Tuesday, November 6, 2012**

Community Education and Recreation voorheescer.com

The Voorhees Board of Education created Community Education and Recreation (**CER**) in 1975. Today as one of the state's three oldest programs of its kind, it has grown dramatically while its vision has remained consistent.

CER continues to use school and township buildings and fields to serve the people of Voorhees, by offering a variety of programs and services that enrich their lives.

CER offers over one hundred courses and programs to all residents beginning at four years of age. These range from vocational to academic, and from leisure to competitive athletics. All of the district's five schools are used by **CER** 12 months a year, seven days a week.

Summer Children's Activities

Each summer **CER** offers over seventy programs geared to keep any student excited about their summer away from schoolwork, while they are at the schools having fun. Our Summer Day Camp runs from early July to early August. The students attend from nine AM to noon, with every minute packed with fun and socialization.

Summer camp events include Backwards Day, when things are worn and games are played backwards, Sundae Mondays, with day-long ice cream fun, Water Day and many other creative venture days.

During the summer, **CER** also offers other programs, such as golf, soccer, baseball, basketball, tennis, art, computers, chess, science, study skills, art and sports camps.

School-Year Children's Activities

During the school year, **CER** offers some of these programs as well. For a list of current offerings, or to register on-line, check www.voorheescer.com.

CER Kindergarten

K-CER is a program designed to provide developmentally appropriate activities in a safe, secure environment within your child's elementary school. Each day K-CER staff will reinforce and enrich the Voorhees Township kindergarten curriculum to facilitate the development of your child's academic, physical and social skills. This tuition-based program is available in both the morning and afternoon in order to supplement your child's kindergarten experience.

To learn more about K-CER contact Mike Redfearn at 856-795-2025, Ext. 5232 or redfearn@voorhees.k12.nj.us

Adult Offerings

CER offers educational and recreational courses for adults two sessions a year, in the fall, usually starting in October and going into December, and another in the late winter starting in February and going into April.

The most popular programs are the computer courses that take advantage of the schools' advanced computer infrastructure. Other programs include dance, Pilates, Zumba, Tennis, Aerobics, Martial Arts, and other self-improvement courses.

School Age Child Care

SAC is a self-supporting program sponsored by Voorhees Community Education Recreation, that offers affordable, safe, and accessible childcare with excellent care and supervision. **CER's** SAC accommodates working parents by offering child care for children who might otherwise be home alone.

SAC provides a cost-effective program in the schools in which the students attend. It features flexibility in scheduling and fees.

For over 23 years the program has employed a competent, trained staff of mature individuals, who have experience working with children.

To learn more about **CER SAC** call:
Mike Redfearn, 856-795-2025 Ext. 5232.
redfearn@voorhees.k12.nj.us

2012-2013 CER REGISTRATION SCHEDULE

Fall/Winter

Adult Education and Youth Activities
Registration: Early to Mid-September
Classes Begin in October

Winter/Spring

Adult Education and Youth Activities
Registration: Early January
Classes Begin Early February

Summer Programs

Registration: April to June
Summer Programs Begin at the
conclusion of the school year and run through mid-August.

For information
Call 856-795-2025 Ext. 5231 or 5232
Or Visit the CER Web Site
www.voorheescer.com
Where you can register online!

**CER is sponsored by
The Voorhees Township Board of Education**

Community Education and Recreation voorheescer.com

Voorhees Schools' Community Theater

The 900-seat Community Theater at Voorhees Middle School plays an important role in the community's use of school facilities. The community is able to take full advantage of this outstanding facility through many performing arts, dance competitions, dance performances and cultural events. Ballet of New Jersey and South Jersey Ballet hold their performances in our theater. Our Voorhees Theater Company and Middle School Drama students perform there. Many of our schools' concerts are held in the theater. Over 100 groups and organizations also use the theater.

The Coordinator of the CER Program, Mike Redfearn is responsible for scheduling and managing all facets of the theater.

Voorhees Theatre Company

The Voorhees Theatre Company provides opportunities for area youth and teens to participate in theatrical presentations held in the Voorhees Schools Community Theatre. A theater camp is held for 6 weeks each summer, ending with a performance. For more information see the website at www.vorheestheatre.org.

Special Events

CER assists with and sponsors special events throughout the year for the benefit of the community.

School Property Use and Scheduling

Buildings & Theater

Community Education and Recreation is responsible for assigning permits to all groups, individuals or institutions that use any buildings owned by the Voorhees Board of Education. This includes all five schools and the Theater. Interested parties can apply for permits for facilities' use at the CER office at Voorhees Middle School, or via the CER website at www.vorheescer.com under the "Facility Usage" Form.

Fields

The Director of Buildings and Grounds is responsible for managing, maintaining and scheduling use of all fields owned by the Board of Education.

To schedule use of a playing field, call Clark Mathes at 856-751-8446 Ext. 6123.

Voorhees Public Schools

2012-2013 Calendar of Events

*PFA = Parent/Faculty Association SPEAK = Special Needs Parents, Educators And Kids
VMS - Voorhees Middle School*

August

- 21 VMS New Student Orientation 9:00 a.m.
- 29 VMS 6th Grade Orientation
9:00 a.m. - 11:30 a.m.
- 29 Kindergarten Orientation - Elementary Schools
AM Class - 9:30 a.m., PM Class - 10:30 a.m.
- 29 Board of Education Meeting
@ Administration Building 7:30 p.m.

**Dates, times and planned activities
in our schools and district do change
from time to time.**

**Please look for the latest news in the
district monthly
calendar or on our website at
www.voorhees.k12.nj.us**

September

- 5 Signal Hill PreSchool Orientation
AM Class 1:15 p.m., PM Class 2:15 a.m.
- 6 First Day of School
- 6 Osage PFA Membership Drive to 9/28
- 10 Hamilton HPFA Membership Drive to 10/12
- 10 Kresson Spirit Wear Drive to 9/21
- 12 Kresson KPFA Meeting 7:30 p.m.
- 12 VMS PFA Magazine Kickoff & Assembly
- 13 VMS 6th Grade Back-to-School Night 7 p.m.
- 14 Osage Kid Stuff Coupon Book to 9/28
- 17-18 School Closed
- 19 Hamilton Back-to-School Night 6:00-K&1, 7:00-2&3, 8:00-4&5
- 19 Kresson Back-to-School Night 6:30-K&1, 7:15-2&3, 8:00-4&5
- 19 Osage Back-to-School Night 6:30-K&1, 7:15-2&3, 8:00-4&5
- 19 Osage Spirit Wear Sale
- 19 Signal Hill Back to School Night 6:30-PS,K&1 7:15-2&3, 8:00-4&5
- 20 VMS School Pictures
- 20 VMS Back-to-School Night 6:00 7th Gr. 7:30 8th Gr.
- 21 VMS School Pictures
- 24 Board of Education Meeting @ Osage School 7:30 p.m.
- 25 Osage PFA Meeting 7 p.m.
- 26 School Closed
- 27 Kresson New Parent Tea
- 28 Kresson Meet the Principal & Family Fun Night
- 28 Osage Welcome Back Movie Night 6:30 p.m.
- 28 Signal Hill Race for Education Pep Rally & Kickoff

October

- 1 Week of Respect to 10/5
- 1 Osage Pie Sale to 10/12
- 2 VMS 6th Grade Red Team Camp Day
- 3 VMS 6th Grade White Team Camp Day
- 3 Special Education Advisory Council
- 4 Signal Hill PFA Meeting 7:30 p.m.
- 4 VMS 6th Grade Blue Team Camp Day
- 6 VMS PFA Entertainment Book Sale Kickoff
- 9 Kresson School Pictures
- 10 Hamilton HPFA Meeting 2 p.m.
- 10 Osage School Pictures
- 11 VMS 6th Gr. Coffee Klatch
- 11 Early Dismissal
- 12 Osage OPF Coach Bag Bingo
- 12 VMS Interim Report Cards
- 15 Hamilton Spirit Wear Sale to 10.26
- 15 School Violence Awareness Week to 10/19
- 16 Hamilton School Pictures
- 16 VMS Spirit Wear Sale to 10/18
- 17 Signal Hill School Pictures
- 19 Kresson Fun & Fitness Day
- 19 Signal Hill Fall Festival
- 20 Osage Fall Festival
- 23 Hamilton 1st & 2nd Grade Concert @ VMS 7 p.m.
- 24 Board of Education Meeting @ VMS 7:30 p.m.
- 25 Osage PFA Meeting 7 p.m.
- 31 Elementary School Halloween Parades

November

- 1 Osage Community Food Drive to 11/20
- 1 VMS 7th Grade Coffee Klatch
- 2 VMS Graduation Pictures
- 6 School Closed - Staff Inservice
- 8-9 School Closed
- 12 American Education Week to 11/16
- 12 Hamilton Food Drive to 11/19
- 12 VMS Giving Tree Gift Selection to 11/21
- 13 Classroom Visitations - Elementary Schools
9:30 a.m. – 11:30 a.m.
- 13 Classroom Visitations - VMS 12:30 p.m. - 2:30 p.m.
- 14 Early Dismissal
- 14 End First Marking Period
- 15 Classroom Visitations - Elementary Schools
12:30 p.m. - 2:30 p.m.
- 15 Classroom Visitations - VMS 10:20 a.m. - 12:20 p.m.
- 15 Kresson KPFA Meeting 7:30 p.m.
- 16 Osage Thanksgiving Feast
- 19 Hamilton Packing Night
- 20 Signal Hill Adopt-a-Family
- 21 VMS Makeup Pictures
- 21 Early Dismissal
- 22-23 School Closed
- 27 Report Cards Posted
- 28 Board of Education Meeting @ Kresson School 7:30 p.m.

December

- 3 Hamilton Holiday Shop to 12/7
- 3 Signal Hill PFA Holiday Shop Week
- 4 Early Dismissal - Parent Conferences
- 6 School Closed - Parent Conferences
- 8 VMS Yearbook Activity & Make-up Pictures
- 10 Hamilton Giving Tree to 12/19
- 10 Osage Holiday Shop to 12/14
- 10 VMS Book Fair to 12/14
- 10 VMS Book Fair Family Night 6:30-8:30 p.m.
- 11 VMS Winter Music Evening Concert 7 p.m.
- 13 Osage 5th Grade Concert 7 p.m.
- 13 Signal Hill Giving Tree Selection
- 18 Signal Hill Giving Tree Gifts Due
- 20 VMS Interim Report Cards
- 21 Early Dismissal Prior to Winter Break to 1/2/2013

January

- 2 Return to School
- 4 Osage Cookie Sale to 1/17
- 7 Board of Education Meeting @ Administration Bldg
Reorganization Meeting
- 9 Special Education Parent Advisory Committee
- 10 Kresson School Candy Bar Bingo
- 10 Osage OPFA Meeting 7 p.m.
- 10 Signal Hill PFA Meeting 7:30 p.m.
- 15 Hamilton Grades 3 & 4 Concert at VMS 7 p.m.
- 15 Kresson KPFA Meeting 7:30 p.m.
- 18 Osage 4th & 5th Gr. Career Day
- 21 School Closed
- 24 VMS 8th Grade Coffee Klatch
- 25 Osage Family Game Night
- 26 Hamilton Winter Carnival 12 p.m.
- 30 Board of Education Meeting @ Signal Hill School 7:30 p.m.
- 31 Kresson Winter Concert @ VMS Theater 7 p.m.
- 31 End Second Marking Period

February

- 2 Kresson Winter Carnival
- 4 Osage Gertrude Hawk Chocolate Sale to 2/19
- 5 Hamilton Spelling Bee Grade 3, 4 & 5
- 6 Early Dismissal - Staff Inservice
- 8 Hamilton Spelling Bee Final
- 8 Report Cards Posted
- 13 EP 3rd Grade Challenge Bowl
- 14 Signal Hill Lunches from the Heart
- 18 School Closed
- 19 Hamilton Spirit Wear Sale to 3/1
- 19 Osage Family Fitness Night 6:30 p.m.
- 20 Osage Hall of Presidents
- 27 Board of Education Meeting @ E.T. Hamilton School 7:30 p.m.
- 29 Osage 4th Grade Concert 7 p.m.

March

- 5 Hamilton Science Fair 6 - 7 p.m.
- 5 Osage Family Reading Night 7 p.m.
- 5 Hamilton Science Fair Grades 3 - 5
- 6 Early Dismissal - Staff Inservice
- 6 VMS Interim Report Cards
- 7 Kindergarten Registration All Elementary Schools
Last Names A-L: 9:30 a.m. - 11:00 a.m., 1 - 3 p.m.
- 7 Signal Hill Family Fitness Challenge
- 8 Osage 3rd Grade Career Day
- 11 Hamilton Book Fair Begins to 3/15
- 11 Osage PFA Meeting 7 p.m.
- 12 Hamilton Art Expo and Book Fair 6 - 7 p.m.
- 13 Kresson PFA Meeting 7:30 p.m.
- 14 Hamilton Book Fair Grandparents Day
- 14 Kindergarten Registration All Elementary Schools
Last Names M-Z: 9:30 a.m. - 11:00 a.m., 1 - 3 p.m.
- 14 Signal Hill 4th & 5th Grade Concert 7:30 p.m.
- 14 VMS 6th, 7th & 8th Grade Coffee Klatch 9:45 a.m.
- 15 VMS Drama Production 3/15, 3/16, 3/17
- 19 VMS Spring Music Concert 7 p.m.
- 20 Board of Education Meeting @ Administration Building
Public Hearing on the 2013 -2014 School Budget 7:30 p.m.
- 21 Signal Hill 2nd & 3rd Grade Concert 7:30 p.m.
- 21 Kindergarten Make-up & 1st Grade Registration All Elementary
Schools 9:30 a.m. - 11:00 a.m., 1 - 3 p.m.
- 21 EP Convocation
- 26 School Closed
- 27 Hamilton 5th Grade Concert @ VMS 7 p.m.
- 28 Early Dismissal
- 29 School Closed through 4/5

April

- 1 School Closed to 4/5
- 10 EP 4th Grade Challenge Bowl
- 10 Special Education Parent Advisory Committee
- 11 EP 5th Grade Challenge Bowl
- 12 Osage Senior Citizen Day
- 15 End of Third Marking Period
- 18 Osage 3rd Grade Concert 7 p.m.
- 18 Signal Hill Science Day
- 19 Hamilton Race for Education
- 22 Grade 2 TerraNova/Inview to 4/26
- 24 Report Cards Posted
- 25 Signal Hill PFA Spring Fling
- 29 NJASK Grades 7 & 8 to 5/2

May

- 1 Board of Education Meeting @ Administration Bldg.
Reorganization Meeting
- 3 Hamilton Volunteer Tea 9:30 a.m.
- 6 Teacher Appreciation Week
- 6 NJASK Grades 5 & 6 to 5/9
- 9 Kresson KPFA Meeting 7:30 p.m.
- 10 Hamilton Staff Appreciation Luncheon
- 10 Kresson Staff Appreciation Luncheon
- 10 Osage Muffins with Mom 8:30 a.m.
- 10 Signal Hill Staff Appreciation Luncheon
- 10 VMS Walk-a-thon
- 13 NJASK Grades 3 & 4 to 5/17
- 14 VMS Incoming 6th Grade Parent Orientation 6 p.m.
- 14 VMS Art Show in Theater 7 p.m.
- 17 VMS Interim Report Cards
- 18 Osage Carnival
- 21 Signal Hill Instrumental Concert 7:30 p.m.
- 21 VMS 7th Grade Enrichment EXPO in Theater
- 22 Hamilton Instrumental Concert @VMS Theater
- 23 Osage Instrumental Concert 7 p.m.
- 23 Signal Hill Art EXPO & 1st Grade Concert
- 23 VMS 6th Grade Enrichment EXPO in Theater
- 24 Kresson Grandfriends Day
- 27 School Closed
- 28 VMS Book Fair thru 6/1
- 29 Kresson School Instrumental Concert 7 p.m.

June

- 3 Osage Donuts with Dad
- 4 Osage PFA Meeting 7 p.m.
- 4 VMS 3 Year Principal Honor Roll Luncheon
- 6 Kresson PFA Meeting 7:30 p.m.
- 6 Osage Field Day - Raindate 6/8
- 7 Hamilton 5th Grade Day
- 12 VMS Demerit Free Assembly
- 19 Kresson 5th Grade Party
- 14 Hamilton Field Day - Raindate 6/17
- 14 Osage 5th Grade Promotion Luncheon
- 14 VMS 8th Grade Year End Activity
- 19 Early Dismissal
- 19 Board of Education Mtg. @ Administration
- 20 Early Dismissal, Last Day of School

For Future Planning
The New Jersey Education Association's
2013 Workshop (Teachers' Convention)
will be November 7-8, 2013. By law, school
is closed on these days.

Voorhees Middle School
8th Grade Promotion Exercise
Date to be Announced

Administration

329 Route 73, Voorhees, NJ 08043
www.voorhees.k12.nj.us 856-751-8446

Superintendent of Schools.....	Raymond J. Brosel Jr.....	Ext. 6122
Assistant Superintendent Curriculum and Instruction.....	Frances S. Collins.....	Ext. 6118
Assistant Superintendent Business	Dr. Frank T. DeBerardinis.....	Ext. 6114

District Personnel

Director Special Services.....	Dr. Elaine Hill.....	Ext. 6134
Director Educational Technology.....	Bruce Taylor.....	Ext. 6116
Director Program Development.....	Daniel Mattie.....	Ext. 6120
English as a Second Language.....	Sharon Stallings.....	856-428-2990 Ext. 4126
Basic Skills Improvement.....	Daniel Mattie.....	Ext. 6120
Assistant Business Administrator.....	Cynthia L. McClain.....	Ext. 6129
Coordinator of Elementary Programs/ Affirmative Action Officer.....	Irene Afek.....	Ext. 6117

Operational Personnel

Director of Bldgs. & Grounds.....	Clark Mathes.....	Ext. 6110
Director of Food Services.....	Deborah Zee.....	Ext. 6110
Transportation Coordinator.....	Diane Turner.....	Ext. 6124

Community Education and Recreation 856-795-2025 Ext. 5232

Mike Redfearn, Coordinator
Office at Voorhees Middle School
1000 Holly Oak Drive, Voorhees, N.J., 08043
voorheescer.com

Schools

www.voorhees.k12.nj.us

Total District Enrollment is 3185

E.T.Hamilton School 856-767-4888

23 Northgate Drive, Voorhees, NJ 08043
www.voorhees.k12.nj.us/hamilton
 Enrollment: 484 Students

Andrew Moskowitz, Principal

Derek Myers - Guidance Counselor
 Joanne Brady & Constance Ginion - Secretaries
 Donna Canfield - Nurse Ext. 2

Kresson School 856-424-1816

7 School Lane, Voorhees, NJ 08043
www.voorhees.k12.nj.us/kresson
 Enrollment: 360 Students

Stacey Morris, Principal

Lynne Smith - Guidance Counselor
 Ina Banner & Rea Snyder - Secretaries
 Melissa Kaye - Nurse Ext. 3

Osage School 856-428-2990

112 Somerdale Road, Voorhees, NJ 08043
www.voorhees.k12.nj.us/osage
 Enrollment: 643 Students

Robert A. Cranmer, Principal

Sharon Stallings - Assistant Principal/Supervisor
 Robin Middleton - Guidance Counselor
 Lois Hensel & Jill Locke - Secretaries
 Sue Guerin - Nurse Ext. 2

Signal Hill School 856-767-6749

33 Signal Hill Drive, Voorhees, NJ 08043
www.voorhees.k12.nj.us/signalhill
 Enrollment: 547 Students

Sheila Ferreri, Principal

Paula J. Long - Guidance Counselor
 Linda Hummel & Betty Scriboni - Secretaries
 Marcy Lawrence - Nurse Ext. 3

Voorhees Middle School

856-795-2025 Ext. 1

1000 Holly Oak Drive, Voorhees, N.J. 08043
www.voorhees.k12.nj.us/middle
 Enrollment: 1151 Students

Diane Young, Principal

Denise Costigan - 6th Grade Assistant Principal/Supervisor
 Kris Calabria - 7th Grade Assistant Principal/Supervisor
 Robert Rossi - 8th Grade Assistant Principal/Supervisor
 Joan Manzo - Main Office Secretary
 Robin Euler - Principal's Secretary
 Peggy Moore, Jennifer Dougan, Nurses Ext. 2

Guidance Counselors

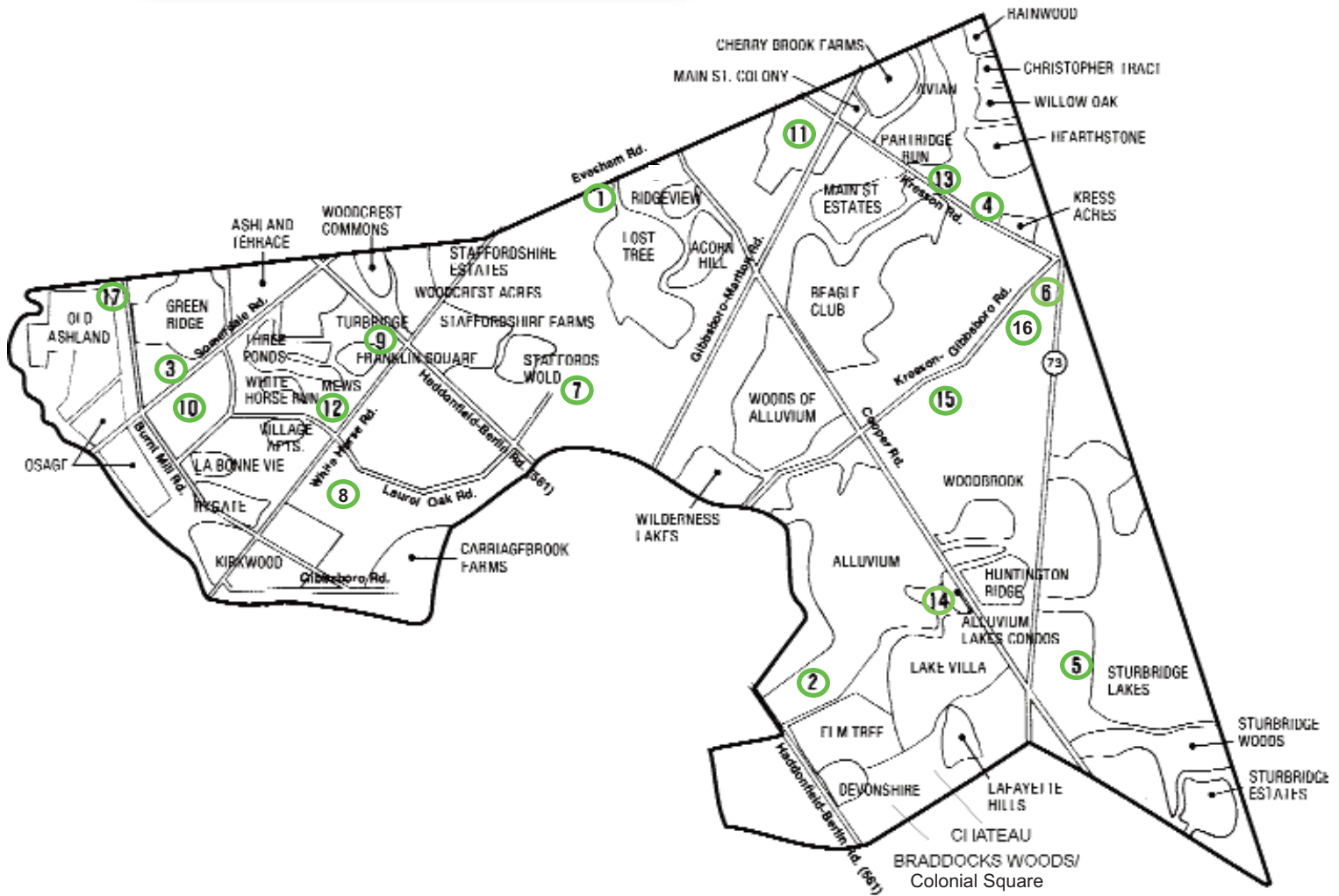
Judy Hawkins	Ext. 5202
Larry Osborne	Ext. 5209

Grade Level Offices

	<u>Secretary</u>	
6th Grade Office	Sandy Talley	Ext. 5160
7th Grade Office	Lesley Echols	Ext. 5201
8th Grade Office	Dolli D'Andrea	Ext. 5228

**All enrollment figures are based on the number of students as of June 2012.*

VOORHEES TOWNSHIP New Jersey



- | | |
|---|---------------------------|
| 1 - Voorhees Middle School | 10 - Voorhees Town Center |
| 2 - E.T.Hamilton School | 11 - Main Street |
| 3 - Osage School | 12 - Maiaroto Field |
| 4 - Kresson School | 13 - Rabinowitz Field |
| 5 - Signal Hill School | 14 - Giangiulio Field |
| 6 - Voorhees Schools Administration Bldg. | 15 - Kresson Golf Course |
| 7 - Eastern Regional High Schools | 16 - Lions Lake |
| 8 - Kirkwood Park | 17 - PATCO Station |
| 9 - Police and Municipal Complex | |

Students and staff in the Voorhees Public Schools are expected to treat one another with respect, regardless of gender, race, color, creed, sexual or affectional orientation, or national origin. Inappropriate touching of any nature, gender based or racial comments or jokes, bullying and name-calling of any kind are not permitted.

This applies at all times on school property, and to students on the way to or from school, as well. All instances of such bullying or harassment are to be reported to the building administrator, the affirmative action officer or the superintendent of schools. Students' parents will be contacted and appropriate action will be taken. Intervention includes, but is not limited to, supportive counseling, detentions, suspensions and/or contacting district and local authorities.