

Welcome to the 2021-2022 School Year

Dear Parents, Guardians and Students,

The staff and I would like to welcome you to the 2021-2022 school year. This handbook is provided to outline our educational program and familiarize you with established rules and procedures. Please review the material and refer to it if, or when, questions arise. If you need additional information, please do not hesitate to call upon us.

Staff members will work on a daily basis to ensure that students are prepared each day and to work to the best of their ability, which will help them achieve academic success and to develop their creative talents. Our school environment will promote cooperation, mutual respect, responsibility, good manners, and kindness. Yardville Heights staff members will reinforce the development of good social skills such as decision making, conflict resolution, and anger management. These skills will enable our students to communicate effectively and interact with each other in a positive manner.

I am looking forward to working with stakeholders as a team to make this school year an enjoyable and successful one..

Sincerely,
Mr. James Sterenczak
Principal
jsterenczak@htsdnj.org
(609) 631-4171 Fax (609) 631-4141

YHS, Reach for the Stars!

This year, the YHS theme is 'YHS, Reach for the Stars! This theme demonstrates the need for the staff, students, parents, and stakeholders to work together to arrive at school daily, on time, and well rested WHEN HEALTHY. If a student is not feeling well, he/she should stay home. I also encourage that homework be completed daily and students come to school ready to learn.

I also ask that all stakeholders of our school speak words of encouragement to the students of Yardville Heights Elementary School on a daily basis. By believing in them, students will know that they matter and that they can accomplish great things. When teachers and parents team up to believe in the students, they will learn to believe in themselves. When students believe in themselves, anything is possible!

Peace Pledge

I PLEDGE TO BE A PEACEFUL PERSON
I PLEDGE TO BE PEACEFUL IN MY SCHOOL, WITH MY FAMILY
MY NEIGHBORHOOD, AND MY COMMUNITY.
I PLEDGE NOT TO FIGHT WITH OTHERS.
I PLEDGE NOT TO START FIGHTS WITH OTHERS.
I PLEDGE TO MAKE MY WORLD A MORE PEACEFUL PLACE FOR CHILDREN TO BE
SAFE, HAPPY, AND PEACEFUL.
I PLEDGE TO SET A PEACEFUL EXAMPLE TO FOLLOW.
I PLEDGE TO BE PEACEFUL IN MY HEART.

The Win/Win Guidelines to Conflict Resolution

COOL OFF
“I” MESSAGE
SAY BACK
TAKE RESPONSIBILITY
BRAINSTORM SOLUTIONS
AFFIRM, FORGIVE, OR THANK EACH OTHER

Schedule

The School Day

8:45 a.m.....Students
enter the building 8:55
a.m.....Late bell rings –
Classes begin
11:05
a.m.....1st
lunch period
11:55
a.m.....2nd
lunch period
12:45
p.m.....3rd
lunch period
3:35
p.m.....Stud
ent dismissal

During one-session days, students in grades K-5 will attend school from 8:45am to 1:15pm.
Students should not arrive at school before 8:45 am. No supervision is provided.

Emergency School Closings

Inclement weather or other emergency conditions may cause a school closing, delayed opening, or early dismissal. When the possibility exists, parents should listen to the local radio stations such as NJ 101.5FM, WPST 94.5FM, WNJO 90.3FM, WBUD 1260 AM, WTTM 1680 AM, or Hamilton Educational Television, Channel 78 on cable TV. Reporting time for a delayed opening is 10:15 AM (ninety minutes later than usual). Bus students should report to their bus stop ninety minutes later. When school must be closed after students have arrived for class, the automated *SchoolMessenger* program will be activated to call parents at the number they provided on the school emergency cards. Please do not call the school to inquire about an early closing. Our phone lines must be kept open to activate the automated notification system.

Enrollment, Attendance and Transportation

Enrollment

Kindergarten students must be five years old on or before October 1st of the year they enter school. All children six years old must be enrolled in school. All new students entering Kindergarten must present a birth certificate, a physician's record of immunizations and verification of residency. Children transferring from outside the Hamilton Township School District must have documentation from their previous school as well as the other forms of documentation mentioned above.

Residency

It is the policy of the Board of Education to allow attendance only to those students who reside in Hamilton Township. Parents are obligated to notify the school when they move outside the Yardville Heights School boundary. Failure to notify the school may result in legal penalties. All suspected cases of illegal attendance are investigated by the District Residency Office. Violators may be reported to the principal. All information will be kept confidential.

Transferring Your Child

Transfer records for enrollment in another school or district may be obtained by calling the main office at least one week in advance. All obligations, which include the return of all texts, library books, etc. must be satisfied.

Student Absence or Tardiness

A good attendance record has a direct effect upon a student's accomplishments at school, and it fosters positive work habits and responsibility. Unfortunately, valid circumstances (illness, death in the family, religious holiday) make it necessary for children to be absent. On the day your child returns to school, a note listing the date, reason for absence, and signature of a parent or guardian should be submitted to the classroom teacher. Please be aware that chronic tardiness or absenteeism cannot be permitted and in those cases, we are obligated to notify the Hamilton Township District Attendance Officer. Parents are asked to

schedule family vacations during a period of time when school is closed. Attendance is a factor on the state's school report card and all absences count against our score affecting our state funding. Students will always be allowed to make up work missed during an absence. Parents need to call the main office for missed assignments before 10 AM for pick up at 3:35 PM. Absences of more than ten consecutive days, confirmed by a physician, will qualify students to receive home instruction. Absence due to a religious holiday observance will not disqualify a student from being eligible for a perfect attendance certificate.

Early Dismissal

Requests for early dismissal should be kept to a minimum. Please make every effort to schedule necessary appointments when they will not interfere with school. All requests must be in writing and should include the student's name, teacher, date, time, and reason. Parents should report to the main office and sign for the release of the child. All parents/guardians must show identification when entering the school. No student will be dismissed during school hours without an adult escort.

Drop-off and Pick-Up Procedures

Children are admitted into the building at the sound of the 8:45am bell. For security purposes, only students will be admitted through the entrance doors and allowed throughout the building. The late bell will sound at 8:55am.

For security and social distancing purposes, all students will be admitted through the main entrance doors. Parents are asked to cross their children at the crosswalk, only. Students are allowed to enter the building, parents are asked to make an appointment. The late bell will sound at 8:55am.

All students arriving in the AM are to report to their designated areas. For student safety, **automobiles are not permitted in the staff parking lot** (located on South Broad Street) to drop off or pick-up students during morning arrival or afternoon pick-up times. Parking around the school is very limited. Our traffic procedures do not allow for parking in front of the school (Coleridge Avenue) between the "No Stopping or Standing" sign, the crosswalk, or in the small staff parking lot. This area is used for school buses. No waiting is permitted in this area. Do not double park, block driveways, crosswalks, fire hydrants, or allow your child to walk between parked cars. Cross the street at the crosswalk. Your cooperation will prevent a serious injury to a child. The school day ends at 3:35 PM. Please be on time to pick up your child. Bus students will exit from the school auditorium directly to their assigned buses.

END OF THE DAY PROCEDURES: The school day ends at 3:35 PM. Please be on time to pick up your child. **Bus students** will exit from the front door directly to their assigned buses. **Walkers and Private Transportation students** will be picked up from their classroom exterior doors. Those doors are as follows:

K - Feeney - Door 18 - front playground

- K - McLellan - Door 19 - front playground
- 1 - Pizzullo - Door 20 - back playground
- 1- Fuller - Door 12 - back playground
- 2 - Dileo - Door 10 - back playground
- 2 - Walter - Door 11 - back playground
- 3 - Baker - Door 13 - back playground
- 3 - Mostrangeli - Door 21 Front playground
- 4 - Landgraf - Door 9 - back playground in the corner
- 4 - Liberman - Door 8 - back playground by teachers' parking lot
- 5 - Beck - Door 15 - 5th grade building blacktop side
- 5 - Muller - Door 14 - 5th grade building playground side

Traffic violations are referred to the Hamilton Township Police Department for enforcement.

Transportation

Elementary students residing more than two mile from the school are provided bus transportation. Subscription busing is available to those Hamilton Township students who are not eligible for transportation. Parents/guardians who are interested in subscription busing should contact the Transportation Department at 609-631-4174. Busing is a privilege that may be revoked for improper behavior. Each bus student is provided written guidelines for bus conduct. Bus passes are required at all times. Students must board and depart from the bus at their assigned stop.

Children who walk to school are expected to follow safety rules. Students are required to walk on the sidewalks, cross at corners, and obey crossing guards. Children should respect private property on their way to and from school. Under no circumstances are walking students permitted to ride a school bus on an occasional basis to visit a friend, babysitter, etc. Also, students are NOT permitted to ride any bus other than their own.

Bicycles

Third, fourth, and fifth grade students may ride bicycles to school. Children must walk bicycles across sidewalks and on school grounds. Bicycles must be locked to the bicycle rack. Students must wear a bicycle helmet at all times. The school cannot take responsibility for bicycles brought to school. The official Board of Education Policy can be found on the district website (P5514). Skateboards and scooters are NOT permitted.

Before and After School Care

The Hamilton Area YMCA provides before and after school care at Yardville Heights Elementary School from 7:30am to 8:45am and from 3:35pm to 6:00pm. On One-Session Days, care is available from 1:15pm to 6:00pm. Please call 609-581-9622 for further information and cost.

Academic Overview

Yardville Heights School offers the core subject areas at all levels which include: Reading, Mathematics, Language Arts, Spelling, Social Studies, Science and Health. These core subject areas are taught by the classroom teachers in a self-contained setting. Other support services and resource services are available to students and are listed with a brief description below.

Special Area Subjects

In addition to activities within the regular classroom, the children receive weekly instruction from teachers certified in the areas of art, music, world languages and physical education, one time per week.

- **Art:** Your child is requested to bring a smock to school to protect their clothing while participating in art projects.
- **Music:** The vocal music teacher provides general music instruction and conducts the chorus for all students.
- **Physical Education:** Appropriate clothing and sneakers must be worn on this day. District policy requires a note from parents to be excused from one physical education session and a physician's note for two or more classes.
- **Library:** Students will receive library instruction and will be able to select books from the library to bring home on a regular basis. *Interested parents are encouraged to contact our school to become a library volunteer.*
- **Guidance:** The school counselor teaches the developmental guidance curriculum, and provides individual and group counseling for students as the need arises. The counselor also makes classroom visits to address areas such as self-concept, social interaction skills, school performance, and decision-making skills. Parent conferences are available upon request.

Instrumental Music Lessons

Beginning in the third grade, students may choose to receive weekly lessons for a variety of string instruments in our school orchestra. Starting in fourth grade, students may learn a variety of wind and percussion instruments to participate in the school band. All instruments are rented or otherwise provided by the parents. A commitment to consistent practice is required.

Advanced Learning Program for Students (ALPS)

Students who demonstrate superior academic achievement or a potential for such achievement in the classroom and on standardized achievement tests, may be nominated

for the ALPS Program. Pupils are evaluated and selected for the program based upon a cumulative score obtained through the use of multiple criteria. The children in the program meet with an ALPS staff member on a weekly basis.

English as a Second Language (ESL)

The English as a Second Language Program is for foreign-born students who are limited in their ability to communicate in English. The program stresses development of the four language skills: listening, speaking, writing, and reading. Additionally, students receive information about civilization, culture, and customs of people in the United States.

Speech

Students with identified speech difficulties are eligible to receive services from a certified speech therapist. The frequency of instruction is based upon individual needs.

Basic Skills

The Basic Skills is a program to provide remedial instruction in the areas of reading, language, and/or mathematics. Students are identified through a needs assessment consisting of achievement test scores and staff input. Small group/inclusive instruction is provided on a regular basis.

Special Education Services

Identified students who have an individualized education plan (IEP) may qualify for special education services in school. Examples of these services include resource room, in-class support, self-contained classrooms, as well as related services such as speech, occupational therapy and physical therapy. Students who qualify for special education services will be appointed a case manager from the child study team who will coordinate needed services.

For additional information about Child Study Services, please contact Mrs. Marta Audino, Director of Student Services and Programs, at 609-631-4165 Ext. 3745

Class Trips

Teachers schedule class trips for the purpose of supplementing and enriching classroom instruction. Students are required to submit written permission slips from their parents. If a parent does not wish his/her child to go on a specific trip, a meaningful instructional day will be planned for him/her at school. The school and Yardville Heights PTA help subsidize the cost of trips with the remaining balance paid by parents. Cases of financial hardship should be brought to the attention of the classroom teacher. All regulations and requirements for student behavior apply during class trips. As always, students are expected to uphold the good name and reputation of their school. Students may be excluded from school trips at the discretion of the principal. No older/younger siblings will be permitted to attend trips.

Reporting Pupil Progress

Interim Reports and Report Cards

Interim Progress reports are issued to all students during times of the school year when parent conferences are not held. Areas of weakness and suggestions for improvement, as well as areas of strength are noted by the teacher. Report cards are issued by trimester at equal intervals during the school year. Report cards and progress reports must be signed by the parent and returned within three school days of being issued. The marking system is explained on the report card.

Conferences

Parent/Teacher Conferences are typically scheduled for October and February. During this time, the teacher will provide you with information regarding your child's academic performance and if necessary, other suggestions on how to make his or her educational experience more positive and meaningful. Informal conferences throughout the school year may also be arranged by contacting your child's classroom teacher or the school guidance counselor to schedule an appointment.

Homework

Homework is assigned on a daily basis with a definite purpose in mind. It can help a student learn to organize time, work independently, use good study skills, and develop self-discipline. Homework is assigned as reinforcement of material the student has learned during the day, and in preparation for future lessons. Assignments should be a natural outgrowth of the program of studies in class. All homework will be evaluated and written work collected. This does not mean that every paper will be graded; however, children should be made aware that assignments are important and that the teacher knows and appreciates the amount of effort put into them. A half hour of study is expected in grades one and two. In grades three, four, and five, there is an estimated hour of homework per night. Parents should check the child's school bag each evening.

Standardized Testing

The New Jersey Student Learning Assessments for Math and ELA (NJSLA) will be administered to students in grades three, four, and five. They are based directly on the New Jersey Student Learning Standards. It is a computer-based assessment that will allow parents and educators to see how children are progressing in school and whether they are on track for postsecondary success. The NJSLA assessments will be given in April/May. A schedule will be provided in the spring. The NJSLA for Science will be administered in May as well.

Promotion

When considering whether or not to promote or retain a child to the next grade, academic achievement, social maturity, age, size and attitude all play an important part in the decision. Parents will be consulted well in advance if promotion is questionable. Our primary concern is

always the appropriate placement for the student. The school administration reserves the right to place students in classes.

Home/School Communication

Emergency Information

Parents are required to complete the blue and yellow emergency cards found in the Parent Portal that are used to make notification in the event of an accident, illness, or early closing of school. It is **equally important** that you notify the school and make changes on the Parent Portal throughout the year of any changes in this information.

Notes and Notices

Notices and important information will be sent home with the children in each family. Remind them of their obligation and responsibility to bring home all notices given to them. In many cases, we request that items be signed, so we know parents have read them. Please do so promptly. Notes and money being sent to school should be sent in an envelope properly labeled with the child's name, class, and purpose of money indicated.

Visitors

We require that all visitors to Yardville Heights School enter the school building from the front main entrance only. Once there, visitors will be required to present valid I.D., sign in and obtain a school pass from the main office. All exterior doors are locked for security purposes. We request that parents/guardians do not proceed directly to any classroom.

Yardville Heights PTA

Yardville Heights Schools is a wonderful community of children, parents, and dedicated educators. The goal of our Parent Teacher Association is to achieve participation of every family, parent and guardian of our children, teachers, and the administrator in school activities throughout the year. Family involvement enhances the educational experience of our children, and is rewarding and fun for all that participate. Active involvement by parents and guardians is an essential element to children achieving success in school.

The Yardville Heights School PTA is fortunate to have many dedicated, active members that assist in daily school activities, planning and conducting special events, and addressing the needs of the school throughout the year. We encourage every parent and guardian to join and take an active role in our organization. Information regarding membership will be distributed with the students in their back to school packets.

The Yardville Heights PTA conducts General Membership and Executive Board meetings on a regular basis throughout the year, where issues of importance to our school and of concern to parents and teachers are discussed. Early in the year, programs and policies will be established, and committees will be organized for special purposes. Volunteers will be needed throughout the year for activities such as School Store, Book Fair, and Emergency/Early Closing. Volunteers will also be needed for Special Events conducted at

different times during the year. PTA meetings and school events will be listed on the monthly school calendar distributed to the children. Information is also available on the Yardville Heights School PTA Web Site at www.yhspta.com. The PTA maintains a Facebook page for announcements and reminders. Please like Yardville Heights Elementary School PTA on Facebook!

The PTA will also be conducting several voluntary fundraisers throughout the school year. Funds raised support PTA programs such as school assemblies, class trips, and family nights. Information regarding fundraisers will be periodically distributed with the children. Your participation ensures the fundraisers are successful, allowing the PTA to maintain and expand the services offered to our school.

The Yardville Heights PTA looks forward to another great school year, and your participation will enable our ability to continue our tradition of service to our school community.

Student Conduct

School Discipline

Yardville Heights School maintains an educational environment that allows students to learn, teachers to teach, and administrators to facilitate instruction. A consistent and equitable discipline policy is essential to the educational program. We believe that the basic goals of our educational program include the promotion of courteous conduct, and consideration and respect for the rights of other persons. The District has established a Code of Conduct to assist staff in dealing with problems that adversely affect the stable school environment. The extent to which a student is judged for the alleged violation of the Code of Conduct is based on observation, investigation and decision of teachers, administrators, and other school personnel in authority. We solicit your cooperation in maintaining an atmosphere that promotes learning and benefits all students.

Conduct in the Building

Order and quiet should be maintained at all times and are conducive to a safe and effective learning environment. No student is permitted in any classroom unless they were directed to do so by a teacher or other appropriate staff member. Although each teacher establishes the rules for his/her classroom, common standards of conduct will include: demonstrating self-control, not speaking out of turn, listening attentively, remaining seated during lessons, refraining from disruptive activity, and resolving conflicts peacefully. Expensive and distracting electronic items such as: handheld electronic games, iPods, tablets, etc., should not be brought to school. Students are expected to conduct themselves properly during assemblies held in the multi-purpose room (MPR). They should enter the MPR silently, refrain from talking, and remain attentive during the program. Students should express their appreciation by applause only. During lunchtime all students are expected to talk

quietly, practice good table manners, clean up after themselves, remain seated until dismissed, and respect the authority of the lunchroom/playground aides on duty. Disregard of these behavioral expectations may result in removal from the lunchroom table, community service or lunch/recess detentions.

Conduct on the Playground

On the playground, each student's safety and well-being is of the utmost importance. There is to be no fighting, rough play, tackling, wrestling, grabbing at clothing, improper use of equipment, or throwing stones, sticks, dirt, or snowballs. Play deemed inappropriate or dangerous is not permitted. All students are to be respectful to each other, to the adults in charge, and follow all directions. Students are not to leave the playground nor are they permitted into the building during recess without the permission of a teacher or lunchroom/playground aide. Disregard of these rules may result in removal from the playground, community service or lunch/recess detentions.

Respect for Property

Every effort should be made to keep the school building and grounds clean and free of litter. Chewing gum is not permitted in school, on school grounds, or on the bus. Respect for public and personal property is essential. Stealing, vandalism, and graffiti will not be tolerated. Offenders will be expected to pay for lost items or damages and the police will be notified if warranted. According to Hamilton Township Ordinance No. 9644, **SMOKING IS PROHIBITED ANYWHERE ON SCHOOL PROPERTY**. Students are expected to take proper care of their own, others and school property. Articles of significant monetary value or personal value should not be sent to school. Children should not come to school with large sums of money.

Cell Phones

Cell phones (like other electronic devices) are an increasing distraction in our school. Although they can be associated with school safety, many students lack the maturity or discretion to use these items responsibly. Cell phones are not to be turned on, used or seen during the school day. The Board of Education does recognize the value of this enhanced two-way communication device. Properly utilized, it can increase parental contact and public safety. However, such devices can be disruptive to the academic environment if not properly regulated. If a student must bring a cell phone to school, it is to be turned off and left in the student's book bag (School District Policy 5516).

Dress and Grooming

The appearance of each individual student has an effect on the prevailing atmosphere in school. Students should be neat, clean and dressed appropriately at all times. Clothing which may create a distraction or safety hazard is prohibited. Proper clothing and sneakers are required for physical education class. Parents should take special care to ensure that students are dressed appropriately for all weather conditions. Coats, hats and gloves are

necessities on cold days. The children use the playground each day, except in conditions of extreme cold, rain, or other poor conditions.

Textbooks

All basic textbooks, necessary workbooks, and library books are provided at no cost to the students. Students are required to use textbooks with care and will be held accountable for the condition of their books, or lost books at the end of the year. Writing in textbooks will result in a book fine. Book covers are required for each text. Please do not cover books with contact paper. Lost books should be reported immediately.

Playground Equipment

Students are not permitted on the playground equipment before school and only with parent supervision after school. Parents with preschoolers may use the equipment only after 3:35 p.m. when our physical education classes have ended.

Student Citizenship

All students at Yardville Heights School are expected to abide by the school rules and to be respectful and courteous to adults and other students at all times. Students are expected to be well groomed, practice good personal hygiene, and dress appropriately for all indoor and outdoor educational activities. Fighting, bullying, threatening other students, or encouraging such misconduct is not acceptable behavior. Students are expected to refrain from name calling and inappropriate language. Items which may be potentially harmful to others are NOT permitted on a student's person or on the school premises. Every student is expected to be truthful. Cheating on tests or class work is a serious offense. Since the school's primary purpose is education, no student has the right to interfere with the educational opportunity of others by his/her negative behavior, poor conduct, or lack of personal consideration.

School Services

School Lunch Program

Children may purchase a complete school lunch or bring lunch from home. Please make sure your child's name is on the lunch bag or lunch box. Milk may be purchased separately. Snacks and ice cream will also be available for purchase. Free or reduced lunches, based upon federal eligibility guidelines, are available. Applications are sent to all households in September and remain available in the main office throughout the year. Parents are asked to support our efforts to promote good nutrition and limit the amount of "junk food" packed for lunch. Soda and candy are prohibited. On one-session days a "grab-n-go" school lunch will be available; otherwise, children should bring in a small snack.

School Health Services

The school nurse is a Health Services specialist who assists pupils, families, and staff in attaining and/or maintaining optimum health attitudes. Contact through the health office may be related to absences, health assessment, accident, illness, physical examination, health education, home instruction, immunizations, and medication.

The administration of medication in school is to be avoided whenever possible. No medication shall be administered to pupils except by the school nurse, after all necessary approvals have been secured. "Medications" shall include all medicines prescribed by a physician for a particular pupil, including prescription and non-prescription drugs. All medication is to be sent to the nurse via an adult. Cough drops, lozenges and the like may be used only with a parent's written request. A form to allow the nurse to administer medicine may be obtained by calling the Health Office at 631-4163 (press option #3).

Intervention and Referral Services (I&RS)

The I&RS Team meets monthly to brainstorm strategies for assisting students that are experiencing academic, social, and/or medical difficulties at school. The team consists of the principal, guidance counselor, child study team, classroom teacher and parents. Other teachers and specialists who work with the child may also be asked to participate (basic skills, nurse, etc.) The team works together to develop interventions for the classroom and seeks to collect data to determine what a student will need to be successful in school. This is a collaborative approach which is solutions-focused. Parents who are interested in additional information regarding I&RS should contact the principal, James Sterenczak.

SPECIAL SCHOOL ACTIVITIES

BIRTHDAY CELEBRATIONS

Children may celebrate birthdays with non-food treats. Please reach out to your child's teacher if you wish to plan something such as extra recess, crazy hat day, etc. Children's birthdays will be announced over the intercom.

CLASSROOM PARTIES

Students have TWO classroom parties throughout the school year: Halloween and End-of-Year. Classroom teachers with the help of dedicated room parents, typically coordinate and plan for the parties. All foods for these parties must come from a list that has been determined to be safe by the school nurse. All food that is served must be from the list and coordinated through the nurse's office.

SCHOOL PRIDE AND SPIRIT

Yardville Heights students eagerly participate in School Pride and Spirit days throughout the school year. These special days are scheduled generally on Fridays and other days throughout each month. Refer to the Yardville Heights Calendar of Events for these dates. Our school colors are black and gold. Wear them with pride!

District Safe Schools Plan

Drills

Each month we are required to have one fire drill. Students are taught to vacate the building as quickly and safely as possible. This is in accordance with New Jersey School Law Title 18 A;41 (1-4). Bus drills are conducted twice a year as mandated by the NJ State Transportation code. All students participate in bus evacuation drills and learn about safety practices while boarding and exiting a school bus. Once a month we are required to conduct safe schools drills. These drills will better prepare us in the event of an unforeseen crisis situation, i.e., intruder in the building, weather condition, bomb scare, etc. All staff members have been in-serviced in emergency codes and procedures to be followed. Some of these codes call for remaining in the classroom and taking shelter, while others include evacuation. For your information, we have an agreement with Memorial Baptist Church, located on South Broad Street and Highland Avenue, in the event that we must evacuate to an off-site facility. Sunnybrae Elementary School is our alternative evacuation site. Of course, in the event of an actual emergency, we will attempt to contact you via our phone tree or school messenger system. As always, it is imperative that we have up to date, accurate information on your emergency cards.

Hamilton Township School District Policies

The following District policies along with others can be viewed in their entirety in the Office for Instructional Services, the main office at Yardville Heights Elementary School, or online at www.htsdnj.org.

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| P 2260 | Affirmative Action for School and Classroom Practices |
| P 2361 | Acceptable Use of Computer Networks/Computers and Resources |
| P 2415.20 | No Child Left Behind Complaints |
| P 5250 | Excusal from Class or Program |
| P 5331 | Managing Life Threatening Allergies in Schools |
| P 5512 | Harassment, Intimidation and Bullying |
| P 5530 | Substance Abuse |
| P 5533 | Pupil Smoking |
| P 5600 | Pupil Discipline/ Code of Conduct |
| P 5750 | Equal Educational Opportunity |
| P 5751 | Sexual Harassment |
| P 5755 | Equity in Educational Programs and Services |
| P 8601 | Pupil Supervision After School Dismissal |
| P 9150 | School Visitors |