

FAILURE IS NOT AN OPTION!

Cramer College Preparatory Lab School

Student Handbook

Andrea Surratt, Principal

2010

2800 MICKLE STREET, CAMDEN, NJ 08105

A Short Message from the Principal

Dear Students,

Cramer College Preparatory Lab School welcomes you to a new school year! We know that your time with us will be educationally profitable for you.

These next few years will be a time of drastic change. The work load and adjustments will be greater here than most elementary schools. You will be expected to attend school regularly, complete all assignments, and behave appropriately. Your year will be exciting and filled with many new opportunities.

Do your best and we hope it will be your most successful year ever.

Andrea Surratt,
Principal

CRAMER COLLEGE PREPARATORY LAB SCHOOL Vision/Mission

The staff, parents, and community of Cramer School believe that every student is capable of learning and achieving at high levels. Every student can, should, and will learn in order for them to lead meaningful lives as competitive participants in the emerging global marketplace. High expectations and a nurturing environment for all students is the key to student success at Cramer College Preparatory Lab School.

The mission of Cramer College Preparatory Lab School is to provide each student a diverse education in a safe and supportive environment driven by high expectations. The results of the mission will be to ensure that each child becomes a productive and responsible citizen. This will be accomplished through implementing instructional strategies and best practices by highly qualified staff and through partnerships with families and the community.

OBJECTIVES

1. The language arts program shall provide the students with skills to speak with confidence, listen with understanding, follow instructions, to read independently with good comprehension, think creatively and write with clarity. All students must complete log sheets for required reading. All students must participate in Writer's Workshop in order to become successful writers.
2. The mathematics program will provide the student with skills to think logically, solve problems, and master computational skills. Grades K-5 will use Envisions and grade 6 will use Course One (Pearson).
3. The social studies program will provide the student with skills to become a useful and independent citizen, to develop and use value attitudes in our democratic society, to participate in the political process, to investigate issues through a rational decision making process and provide an understanding of the history and geography of our county and the inter-relationship of the United States with other societies.
4. The science program will provide the student with skills and logical understanding of his

environment through the use of the basic scientific theories. Our new labs will be integrated into each grade level.

5. In the fine arts program, the student will learn to appreciate, understand, create and criticize with discrimination the products of the mind, voice, hand and body, which give dignity to the person.

6. Through physical education and health programs, the student will develop high standards of health, safety, and physical fitness.

7. The computer program will introduce and familiarize students with the computer, its use in other subject areas and in life skills.

8. The Bilingual and ESL programs will improve students' knowledge and understanding of the English language, and the ability to become more competent in the basic subject areas.

9. Through all programs, students will develop basic skills for a productive life, and will acquire the capability for self-development and self-direction.

10. Parents will be encouraged to become involved with their children in the educational process.

11. Students will develop an awareness of other cultures through research, assemblies, trips, and community events.

**Camden City School District
2010-2011 ATTENDANCE CALENDAR**

See school district web page.

www.camden.k12.nj.us

**Cramer College Preparatory Lab School Bell Schedule
2010 - 2011**

Grades K-6 Daily Schedule

Breakfast Served-----	8:00
Line Up Bell -----	8:25
Final Bell – (Need to be in classroom) -----	8:30
Grades PreK, K, 1, Recess & Lunch -----	11:00 – 11:55
Grade 2 Recess & Lunch-----	12:00 – 12:55
Grades 3 Recess & Lunch-----	10:45 – 11:40
Grades 4 th & 5 th Recess & Lunch-----	11:55 - 12:50
Grade 6 Recess & Lunch-----	10:55 – 11:50
All Grades Dismissal-----	2:55/5:00

STUDENTS: WHAT SHOULD I DO IF.....

I feel sick or have hurt myself at school? Get a pass from your teacher and go directly to the nurse's office. The nurse will help contact your parent or guardian if necessary.

I moved to a different address during the school year? Report your new address to the main office.

I lost or found something? Bring it with you to the office or lost and found area (nurse's office).

I lost a library book or textbook? After checking "Lost & Found", see the librarian or your teacher.

I have a dental or doctor appointment? You are encouraged to make doctor and dental

appointments outside the normal school day. However, if this is not possible, bring a note from your parents (or they may phone).

I want to ride my bike to school? Please do not ride your bike to school nor bring any other types of recreational items. This applies to **skateboards, roller blades, wheelies, and scooters.**

I need to leave the classroom for any reason? Get permission from your teacher and a hall pass. You must have a hall pass to come to the school office. If you have an emergency, please explain this to your classroom teacher.

DISTRICT ADMINISTRATION

Cramer College Preparatory Lab School is part of the Camden City School District. The Camden City School District Office is located at 201 North Front Street, Camden, NJ 08102. The phone number is (856)966-2000.

Superintendent Dr. B. LeFra Young

Assistant Superintendent Mrs. Andrea Gonzalez-Kirwin

ATTENDANCE

All students are required to attend school on a daily basis. If you must be absent for illness, please bring a doctor's note upon your return. Turn all notes in to your homeroom teacher.

ATTENDANCE AWARDS

Perfect attendance awards will be given to students who have no absences or tardies (excused or unexcused) during the school year.

Faithful attendance awards will be given to students in grades K – 4 whose absences and/or tardies equal no more than 2 days.

II. ABSENCE:

Absences from class for any reason, including family convenience, will be counted when the percentage of attendance and consequent eligibility for promotion or credit is being considered. Absence due to school-approved activities will not be counted.

III. TARDY:

15

A tardy is assessed to a student in grades K – 12 when the student is not in the assigned classroom when the tardy bell rings at 8:40.

IV. TRUANT:

A truancy occurs when a student is absent from class without consent of the parent/guardian or school officials. If a student is truant, action pursuant to the District's disciplinary policy will apply.

School District Procedures for late students in grades K-6 attending Cramer Elementary School are as follows:

During any period of time that a student is out of the assigned classroom, he/she will be considered tardy or absent. Please instruct your child if he/she arrives at school after the late bell has rung, to please stop by the school office before proceeding to the classroom. This will eliminate unnecessary phone calls, false alarms, etc.

This procedure must be followed for the program to function effectively.

The parent is strongly encouraged to call the school prior to 8:45 A.M. (or 12:15

P.M. for P.M. kindergarten), whenever the child is absent.

Cramer College Preparatory Lab School Lunchroom Rules and Procedures

The Cramer College Preparatory Lab School lunchroom is a safe, comfortable, clean environment where all interactions between students and adults are respectful.

Practice good manners, show respect for all and demonstrate responsibility by:

- Talking quietly to table-mates at your assigned tables
- Staying seated unless given permission by an adult in charge
- Not taking food from someone else's tray or lunchbox
- Keeping your eating space clean
- Placing trash properly into trashcans and recycling bins
- Walking at all times
- Waiting quietly in line outside the cafeteria

Procedures

1. Classes will walk quietly to the lunchroom.
2. Staff will monitor students waiting to enter the cafeteria.
3. All trash and jackets/coats will be gathered from on top of and under each eating space prior to dismissal.
4. All trash will be deposited in trashcans and recycling bins.
5. Classes will be dismissed and leave the lunchroom on time in a quiet and orderly manner with their teacher.
6. All students will ask for permission to leave before going to use the rest room.

Rewards

Students/classes with positive behavior will be rewarded.

Consequences

Students with repeated offences may respond to certain consequences better than others. Consequences may be determined at the discretion of staff when repeated offences are noted.

First Infraction Move to isolated table or designated location

Restitution for consequence of food cleanup (such as food clean up)

Second Infraction Move to isolated table or designated location for x number of days determined by staff. Restitution for consequence of action

Third Infraction Move to isolated table or designated location for number of days until principal determines that infraction will not reoccur.

Communication of Rules, Consequences, Etc.

Students:

1. Review of rules with classroom teachers
2. Assemblies

3. Visual Calendar of lunchroom rules and procedures

Staff:

1. Discipline policy and handbook
2. In-service/staff meeting
3. Policy review timeline: each grading period, as needed

Parents:

1. Open House
2. School Newsletter/School Website
3. Student Handbook

SCHOOL – ARRIVAL AND DEPARTURE

Classroom teachers are involved in preparation prior to the beginning of the school day.

Playground

supervision will begin at 8:00 A.M. WE ASK THAT CHILDREN DO NOT ARRIVE PRIOR TO 8:00 A.M.

Supervision is not available prior to this time. Please make sure your children are dressed appropriately as the weather changes quickly. Students are asked to go directly home to avoid any behavioral problems on school grounds at the time of dismissal.

****At dismissal, students that regularly ride the school bus and do not have a note from home, or the office has not had a phone call about different arrangements; the student will ride the bus.****

SAFETY TO AND FROM SCHOOL

Be especially careful to look both ways for motor vehicles when crossing the street. Please be sure to use the crosswalks at all times.

LEAVING THE SCHOOL GROUNDS

Students may not leave the school grounds during school hours after arrival unless:

1. A note has been received by the administration and a parent/guardian picks the student up;
2. A parent/guardian arrives at school and requests that the students be released and the student has properly signed out at the office with a guardian.

STUDENTS ARE RELEASED ONLY TO A PARENT OR GUARDIAN.

The school office must receive a note from the parent/guardian in order to release a child to a family member/friend whose name does not appear on the registration form. People not listed on the registration form or on a note may not take students from the school.

Students that leave school for any reason must sign out in the office and sign in if they return before the end of the school day.

STUDENTS DISMISSED EARLY

We discourage doctor appointments for students during school hours, but realize that there are times when this is necessary. In the event that a child must leave school before the usual dismissal time, we ask you to send a note to the teacher or office. Your child must be picked up and signed out at the office.

REQUESTING ASSIGNMENTS

If your child is absent from school for any reason, please call the office and let us know. You may call the school office and request any missed work. This work can be picked up in the office AFTER school, between 3:00 PM and 4:00 PM. This does take additional valuable teacher time, so please if you cannot pick-up the work, don't request it. In circumstances that require your child to be absent for an extended period of time, please check with the school office to fill out a Pre-Arranged Absence Request.

CAMDEN CITY SCHOOL DISTRICT – MEDICATION POLICY

DISPENSING OF MEDICATIONS

The Board of Trustees of the Camden City School District will permit the dispensing of medication that is necessary for the health and well-being of students in school in its jurisdiction. This policy is intended to provide for medication of a student to permit the student's attendance at school and is not intended to provide a treatment service.

1. PRESCRIPTION MEDICATIONS

- A. The parent/guardian of a student must submit yearly the Physician's Medication Orders for Dispensing of Medication in the School for each student needing medication dispensed at school. The physician's request must be on this form or attached to this form for each medication to be administered. The form will be submitted to the office of the school being asked to administer the medication.
- B. The medication must be in its original container.
- C. The container must clearly state the student's name, medication prescription number, medication name, doctor's name, dosage, and directions for dispensing.
- D. A record of dispensed medication will be kept in the Medication Book and signed by the personnel who dispensed the medication.

TELEPHONE CALLS

Telephones are not generally available for student use. We will discourage your child from phoning you unless absolutely necessary. We emphasize making arrangements for after school activities or appointments before he/she leaves in the morning. When you call the school with a message for your child, we will do our best to deliver it. Classroom instruction time will not be interrupted for messages unless it is an emergency.

When your duty, work, or home phone number changes during the year, please make a special effort to notify the school office. Cell phones are not allowed and will be confiscated.

GUM CHEWING WILL NOT BE ALLOWED ON SCHOOL GROUNDS OR IN THE CLASSROOM.

BRINGING MONEY, VALUABLES AND EQUIPMENT TO SCHOOL

It is the policy of the school to discourage students from bringing money to school, except for lunch money. Parents are encouraged to purchase lunch tickets so that their child/children do not have to carry money. Toys are not to be brought to school without a school authority's permission. The school furnishes playground equipment. Any item that can be classified as harmful, dangerous, or a major distraction, is not allowed on the school grounds and may be confiscated. All of these items often interfere with class activity and create playground problems. The school will not be responsible for broken or stolen items. In the event an item is damaged or stolen, the parent may call the police.

PHYSICAL EDUCATION

Students are expected to participate in P.E. activities unless a parent or guardian sends a written note. For your child's safety we request that appropriate shoes (not sandals or open toed shoes) be worn on P.E. days.

MUSIC

The students will be taught a variety of skills. Each grade level Kg-6th will perform a musical concert, scheduled at various times throughout the school year. Parents will be informed of the dates and time.

GRADE REPORTING TO PARENTS

Camden City School District is on a quarterly grading report system. Parents will be notified of your progress and will have the opportunity to meet with your teacher during parent/teacher conferences for the first and second marking periods.

REPORTING AND GRADING PERIODS

1st Quarter Ends November 12

2nd Quarter Ends January 31

3rd Quarter Ends April 5

4th Quarter Ends June 10

PRESIDENTIAL ACADEMIC AWARDS

The Presidential Academic Education Awards Program, established by the U.S. Dept. of Education, recognizes and honors outstanding educational achievement. These awards are presented to deserving students in the exit grades of the district, which is grade 6 in this building. The award consists of a pin and a certificate with signatures including the President of the United States.

INCLEMENT WEATHER

These procedures are intended as guidelines only. Administrators are expected to consider health and safety issues, wind chill factor, adequacy of clothing, age of children and other pertinent factors when making the determination whether or not to curtail or cancel outside activity. During periods of rainy or snowy weather, students will be allowed into the building depending on the precipitation levels. We believe it is in the best interest of the child to participate in all school activities, including recess. If your child is ill, the best place for him/her is at home. We will honor requests for students to stay indoors for a short time when a child is recovering from a serious illness or injury. Requests for children to stay indoors for extended periods of time (more than one day) must be cleared through the school office and should be accompanied by a note from a physician. Please consider your requests carefully.

SCHOOL PICTURES

Individual student pictures will be taken in November. Barclay Studios will again be our photographer this year. Information will be sent home as it becomes available.

LOST/DAMAGED ARTICLES

Cramer College Preparatory Lab School will not replace or provide restitution for lost or damaged personal belongings.

No valuables or toys, please. The lost and found box is located in the nurse's office. Please have your child stop by and look through the items if he/she has an article missing. **Please remember to mark your child's personal belongings, especially coats, using the child's full name.**

LIBRARY

Teachers will inform students as to how they can obtain books for their reading pleasure. Library books are furnished free of charge for student use and may be checked out during scheduled school hours. Your responsibility is to take care of the books and return them when due. Students who neglect to return materials will be responsible for fines and/or replacement costs.

ACTION 100 PROGRAM

The Action 100 program is a district-adopted supplementary program that provides reading practice and promotes a lifelong love of reading. It is a time and incentive based reading program that we feel has many positive outcomes.

STUDENT INJURIES

Even with the greatest precautions and the closest supervision, accidents can and do happen at school. They are a fact of life and a part of the growing-up process our children go through. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school.

The school district does not provide medical insurance to automatically pay for medical expenses when students are injured at school. This is the responsibility of the parents or legal guardians.

The district carries only legal liability insurance.

The district does make student medical insurance available to families for their individual purchase. Brochures outlining the coverage and premiums are handed out at the beginning of the school year, and are available at the school office.

Parents, please be prepared to pay for your child's possible medical expenses.

ROOM MOTHER

Some teachers will send notes home with your child/children at the beginning of the school year regarding room mothers. If you are interested in volunteering please let the classroom teacher know.

PICNICS, TREATS AND PARTIES

Please coordinate planning with the classroom teacher ahead of time. **Balloons and flowers brought to the school for students on special occasions will be held at the school office until the end of the day. These items are not to be taken to the classroom during the day. Students will be called to the office to see their gift and be told to stop by to pick it up at the end of the day. Birthday celebrations must be coordinated with the classroom teacher.** Each classroom teacher will let you know what time of day the celebration will occur.

DRUG/ALCOHOL/TOBACCO FREE WORK PLACE POLICIES

The Camden City School District recognizes the importance of the health, safety, and well being of all students and employees. It is committed to providing a drug/alcohol/tobacco free workplace for its employees and students. Complete outlines of these district policies are available upon request at the school office.

SEXUAL HARASSMENT POLICY

The Camden Board of Education believe that all students have the right to learn in an atmosphere which is the most conducive to the achievement of their fullest potential and in which all individuals are treated with respect and dignity. Consequently, sexual harassment of students or employees, whether verbal, physical, or implied, is engaging in misconduct, which constitute sexual harassment and may be disciplined up to and including expulsion.

DISCIPLINE PROCEDURES

We believe that effective discipline is a cooperative effort between the home and school. Parental involvement in their child's school is vital and efforts will be made to inform parents and make them a part of the behavior plan. Ultimately, the parent is responsible for their child's behavior at school and in the community. We believe that most behavior problems can be prevented by the use of positive interventions and by creating a classroom environment where learning is facilitated and the child's self-esteem will be enhanced.

It is our belief that all students can behave appropriately and should be made responsible for their actions. As educators, we have a contractual obligation to teach as directed by our Board of Education and will not tolerate any student interfering with our right to teach and/or another student's right to learn. Students with behavior problems at school receive the following consequences.

- ◆ Loss or delay of privileges
- ◆ Loss of freedom of interaction
- ◆ Restitution
- ◆ Writing apologies

30

- ◆ In-school detention
- ◆ Out-of-school suspension

Habitual student misbehaviors will be referred to the Board of Education for expulsion.

Parents need to be aware that actions off school grounds and after school hours are matters of the local law enforcement agency. If incidents occur at these times and places, parents should call the city police. Parents or affected parties may file criminal charges if they desire to do so. Fighting on school grounds is considered assault. Assault Defined – An intentional, unlawful threat by word or act to do violence to the person of another with an apparent ability to do so, and doing some act which creates a well-founded fear in such person that such violence is imminent.

BEHAVIOR GUIDELINES

Each teacher will establish rules for their classroom utilizing four basic principles of student behavior.

- Act in a safe and healthy way.
- Treat all property with respect.
- Respect the rights and needs of others.
- Take responsibility for learning.

The major focus of our behavior plan will be the use of preventive interventions, positive reinforcement and parental involvement.

Parents will be kept informed of their student's behavior and will be asked to become involved in a partnership with the school in reaching desirable and acceptable behaviors and attitudes.

TRUANT

Truancy occurs when a student is absent without consent of the parent(s), guardian (s), or school officials. Each of the following incidents will constitute on truancy; absent from any class, absent a portion of the school day, absent the entire school day. A written record shall be maintained of each truancy and of the proceedings and disposition of each case.

1. **FIRST TRUANCY:** conference with principal and/or other school official(s) designated by the principal. Parents or guardians shall be notified of the truancy and the conference.

2. **SECOND TRUANCY:** the student may be suspended from class for a minimum of one day or given detention. The parents or guardians shall be informed of the second truancy and of the suspension. Reinstatement will occur only after a conference has been held between student, parent or guardian

and the school principal and/or his designee(s).

3. **THIRD TRUANCY (habitual truant):** the student may be suspended from school for a minimum of three (3) days or given detention or community service and the parents or guardian informed of the suspension. The case shall be referred to the District Review Committee. The District Review Committee shall examine the circumstances relevant to the situation with the student, parent(s) or guardian(s) and respective school official(s) and recommend procedures for re-admittance or referral

to the Board of Education.

THREATS

Camden City School District takes all threats and the safety of our students very seriously. Schools are constantly forced to examine their security procedures and struggle with the whole idea of threats – both real and perceived—and how to deal with them. Most threats made by children are not carried out. Many such threats are the child's way of talking big or tough or getting attention. Sometimes these threats are a reaction to a perceived hurt or rejection from friends. When a child makes a serious threat it is not dismissed as just idle talk and we will consider such threats like bomb threats, bringing guns/weapons to school, etc, very seriously. In the past, it has been the building administrator's discretion if and when to notify law enforcement. However, due to national school tragedies and other events that have taken place in our community, we have had to change our procedures. If it is determined that a student makes or delivers to another student such a threat, Camden City Police Department will be notified and students who make these threats could be prosecuted. We ask that you talk to your child about making idle threats, as we know full well that we are dealing with children. Sometimes children say things in anger or haste that they really do not mean.

CRAMER COLLEGE PREPARATORY LAB SCHOOL POLICY SITE-BASED TITLE I PARENTAL INVOLVEMENT SUB PLAN

Statement of Purpose

Cramer College Preparatory Lab School is committed to the goal of offering a quality education to each student while meeting individual needs. We believe that all students can achieve academic success and grow to be productive citizens. Partnerships with parents and the community will assist our school in meeting these goals. An effective school is a result of families and the school working together to promote high student achievement.

Schoolwide Title I Parent Involvement Plan

A plan for the involvement of Title I parents in the education of their student will be developed, reviewed yearly, and revised as appropriate, to include the following:

- Cover letter explaining the Title I program
- Permission slips for student participation, when a Title I Targeted Assistance school
- A "Home-School Compact," which outlines how the parents may be involved in a partnership with the school in improving their child's achievement
- An annual meeting for Title I parents to review and receive input for possible revisions of the policy
- Reasonable access to staff and school as well as ways to inform parents of student progress

- Provision of specific instructional strategies for assistance at home with reading and/or math
- A site-based parental involvement sub plan at each Title I school

Evaluation

An annual evaluation of the content and effectiveness of Title I Parental Involvement Plan will be conducted by the superintendent or designee. Parents and teachers will be members of the team. The information gathered will serve as a guide in revision of this policy as well as to assist Title I staff in future goal setting.

CAMDEN CITY SCHOOL DISTRICT DRESS CODE PROCEDURES

DRESS CODE:

1. All students must comply with the district's uniform policy. The school uniform colors are: Tops: Navy Blue, Light Blue, and White. Bottoms: Khaki and Navy Blue
2. Appropriate footwear must be worn at all times.
3. Skirts, dresses, and shorts must be appropriate for the school setting. No shorter than mid-thigh.
4. Garments, or jewelry, with slogans or pictures promoting the use of drugs, alcohol, tobacco, or any illegal substance will not be allowed. Obscene, vulgar, or offensive messages of any kind on clothing or person are not allowed
5. Garments such as halter tops, bare midriffs, tube tops, see-through tops, tank tops, spaghetti straps, and plunging necklines (front and/or back) are not allowed.
6. Pants or shorts will not have holes above the level of mid-thigh.
7. Hats or other headgear will not be worn in the school building. Headgear worn to school must be immediately removed upon entering a building and stored in a locker or backpack. Hats or headgear will be confiscated if worn inside a building.
8. Jewelry which may present a safety hazard or which may present a distraction in the school is not suitable for school wear.
9. Bracelets and/or neck bracelets, chokers, etc., that have spikes or studs, either blunted, flat or pointed, will not be allowed.
10. Chains of any size, either worn or attached to clothing or body, are strictly prohibited.
11. Sunglasses will not be allowed.
12. Gang attire, or clothing worn in a manner to denote gang allegiance, is strictly prohibited.

PROHIBITED ITEMS LIST:

In the interest of protecting the health, safety, and educational opportunity of all district students, the following items are prohibited from all schools in the Camden City School District without prior written permission from building administration.

1. Radios, television sets, CD players, record players, tape players, cameras, and any other items of distraction
2. Gambling devices: dice, playing cards, pogs, etc.
3. Drugs, alcoholic beverages, narcotics, cigarettes, inhalants, cigarette lighters, matches, tobacco products and look-a-likes.
4. Explosive devices, including firecrackers, fireballs, cherry bombs, stink bombs, etc. (See School Safety and Discipline policy.)
5. Weapons, look-a-like weapons, gun, knives, screwdrivers and/or other dangerous items.

6. Gang identification paraphernalia, such as beepers, rags/bandannas, plastic hands, etc.
7. Animals, pets, etc.
8. Medications or pills of any kind are prohibited without written permission of parents/guardians for students in grades K-6. (See Dispensing of Medications policy).
9. Beverage containers, spray cans, perfume, etc.

These basic Dress Codes and Prohibited Items List do not infringe on students rights to freedom of expression, but rather encourage students to address for success and come to school properly prepared to participate in the educational process. Students who feel they have been treated in an unfair manner may follow the procedures stated in the district's Student Grievance policy.

Your support and cooperation are imperative to provide a safe and orderly environment in which your children can learn.

Thank you for your cooperation and we look forward to a wonderful school year.