



Knowlton Township Elementary School

80 Route 46, PO Box 227, Delaware, NJ 07833

Phone 908-475-5118, office ext.200

908-475-1141 fax

www.knowltonschool.com

PARENT INFORMATION - 2022-2023 SCHOOL YEAR

- **School Hours for students are as follows:**

- 8:32 AM – 3:25 PM for Kindergarten through Grade 6.
- 8:32 AM – 11:00 AM for AM Preschool
- 12:45 PM – 3:25 PM for PM Preschool

Our afternoon dismissal process begins at 3:15 pm.

On **early dismissal days**, school ends at 1:25 PM and the dismissal process begins at 1:15 pm, 2 hours earlier than normal. On **delayed opening days**, school hours will be 10:32 am to 3:25 pm. (bus departure)

Lunch is served on both early dismissal and delayed opening days. Breakfast is NOT served on delayed opening days.

- **Attendance** - School attendance for students is compulsory in New Jersey for every child between the ages of six and sixteen. Regular attendance at school is critical if your child is to reach his/her fullest educational potential. A student who has an unexcused absence is considered truant. Whenever your child is absent, you must call the main office, x 200, between 8 AM and 9 AM to inform us that your child will be absent, as well as the reason for the absence. Board policy requires the school nurse to call those parents who fail to meet this responsibility. We must know the whereabouts of every child on every school day. Student check-ins for virtual learners will be determined and disseminated by individual teachers. Please read through the KTBOE Attendance Policy that is available on the school website.
- **Emergency Closing of School** – Our automated call system will alert you to any emergency closing or delayed opening via your home phone and cellular number.
- **Leaving School Early / Tardiness** – Students who arrive late to school (beyond 8:40 AM) must be signed in at the vestibule (main office entrance) by the parent or the person authorized to act on their behalf. Likewise, students who leave school early must be signed out in the vestibule. Students will then be brought out.
- **Transportation**
 - Children may only ride on their assigned bus; “courtesy rides” on other buses are not permitted.
 - Between 8:25 -8:40 and 3:05 – 3:25, no vehicular traffic (other than school buses) is permitted in the front parking lot.
- **East Wing Drop-off**
 - Parents who transport their children to or from school must use the East Wing parking lot during these times.

- Students should be dropped off between 8:30 and 8:40. No early drop-offs.
- Parents should stay in their cars during east wing drop off and pick up. **Do not park in a parking space** as traffic flows on way during this time. A staff member will greet you and escort students to and from cars. Parents will not be allowed in the school building for any reason without an appointment. If you are planning to pick your child up at the end of the school day, the following procedures should be followed for the safety of our students and staff.
- **East Wing Pick-up**
 - A **note** must be sent to school stating that the student will be picked up at the East Wing. The note will be forwarded to the office and the student's name will be placed on the East Wing dismissal list which is announced at the end of the day. Students will be called to the East Wing for dismissal prior to the buses. Please refrain from calling the school unless there is an emergency or change in plans.
 - Parents arriving for pick up should pull as far forward in the car lane and wait inside their car. **Do not park in a parking space.** Students will be escorted to the car line by a staff member and provided a signal to exit in a systematic fashion. If the need arises, two lines of cars will take form under the direction of staff.
 - Please note that cars are to remain in the car line and not pull around other cars. Movement of the car line will be directed by school staff.
 - It is important for the school to know that each child is accounted for. We have a process that needs to be followed so that we can make sure that children are in the correct place. Please be on time for pick up. Students will not be permitted to leave with another parent unless permission has been given in advance or is obtained.
 - School staff will be on duty but your help and cooperation is needed to make dismissal safe and efficient. Staff must follow the procedures as directed by the administration to ensure the safety of the students.
 - Please note the following:
 - Students are not permitted to return to classrooms for forgotten items.
 - Pets should not be brought to the pick-up area.
 - Students **MAY NOT** walk to a vehicle unattended.
 - Dismissal begins at 3:15
- **Security**
 - **All visitors should have an appointment scheduled so that the office is notified in advance of any visitors to the school.**
 - All items being dropped off for students should be left in the vestibule outside the main office in the designated area and clearly labeled with the student's name and homeroom teacher.
- **School Lunch and Breakfast Program**
 - Our breakfast and lunch program is provided by Maschio's. For the 2022-2023 school year, meals are offered at \$1.50 for a grab & go breakfast and at \$3.25 for lunch. Students may pay cash or meals or parents may put money on their child's lunch account via the Food Services tab on the parent portal. Parents may apply at any time during the school year for free or reduced meals. The application packet is available on the school website or through the school office. Once the application has been process, eligibility will be communicated to parents. Contact Mrs. Groves, the school nurse, for an application with any questions.

- **Health Services**
 - Children who become ill during school hours should be picked up within 30 minutes by either a parent or designated emergency contact.
 - A child who has been ill may return to school after consulting with the school nurse. Further documentation may be required for return.
- **Managing Food Allergies in School**
 - Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced when schools, students, parents and physicians work together to minimize risks of exposure to allergens and provide a safe educational environment for food-allergic students. Parents must notify the school of a student's allergies. Procedures have been developed with considerations for the classroom, school environment and bus transportation. Parents will be notified of any prohibitions of food in specific classrooms. Food with unknown ingredients will not be permitted in "Allergen Free" classrooms.
- **Nutrition and Wellness**
 - In compliance with our Nutrition and Wellness policy, which meets state and federal guidelines, the following items may not be served, sold, or given out:
 1. All food and beverage items that list sugar, in any form, as the first ingredient.
 2. All forms of candy
 3. No Italian Ice or sugary ice pops. Only 100% fruit juice pops will be served.
 4. For birthdays or celebrations, cupcakes, cakes or brownies are not acceptable. Please consider alternate healthy foods or rewards. **All celebration foods must be cleared 24 hours in advance by the teacher and school nurse or it will not be served. Foods that violate the wellness policy will not be served.** Please see suggested food items and alternate ideas listed on our website.
- **Student Attire**
 - Guidelines for student attire apply to all students attending Knowlton Township Elementary School at all grade levels. Student attire should be appropriate and suitable to prevailing weather conditions. Parents should exercise discretion so that their child's attire is appropriate in size and style, and is in good taste. Shorts, skirts and dresses should not be shorter than fingertip length and tank top straps should be no less than 2" in width (no spaghetti straps). Safety is always the primary concern when it comes to footwear. Unlaced or untied footwear, flip flops, or 2" or higher platform shoes are not permitted. Sandals should have back straps. Attire shall not constitute a health or safety hazard to the wearer or to others; not be potentially destructive to school property; and not constitute a disruptive influence upon the education process.
- **Student Code of Conduct**
 1. **Golden Rule** – All students will treat each other as they want to be treated.
Speak Politely – Be Fair – Treat Each Other Kindly
 2. **Student Responsibilities On School Property**
 - Students will show respect for school staff, teachers, bus drivers, school property and each other.
 - Students will use good manners.
 - Students will use only acceptable behavior.
 - Students will follow all safety rules
 - Gum chewing is not allowed on school property or buses.
 - Students are not permitted to use cell phones on the school bus, or on school property during school hours.

3. **Cell Phones and Electronic Devices** – Students may not have cell phones on during school hours. School hours begin when students board the bus in the morning and ends when they exit the school bus at the end of the school day.

4. **Bus Behavior** – All students riding the school bus must be considerate of the safety and well-being of others.
 - Students will listen to and obey the driver at all times.
 - Students will get on and off the bus safely (no pushing or shoving).
 - Students will remain seated in their assigned seat at all times.
 - **Seatbelts must be worn.**
 - Students will talk quietly (no yelling, screaming, shouting, etc.)
 - Keep aisles clear (no book bags, feet, etc.)
 - Students will put nothing out the windows, including their bodies
 - Keep the bus clean; no littering or throwing of objects; no damage or vandalism
 - Follow school rules while waiting at the bus stop.
 - No eating, drinking, or gum chewing on the bus.
 - No inappropriate language or gestures.
 - All student belongings will remain in book bags during the ride to and from school.
 - Cell phones are to be turned off and are not permitted to be used on the bus.
 - All students must get off at their stop only, unless approved by written notice in the office.

When a student is sent to a school administrator for breaking the bus rules, the following will happen:

First Offense: Student will meet with the administrator and parents will be notified.

Second Offense: Student will serve a lunch and recess detention and meet with the administrator. Parents will be notified.

Third Offense: Student will be given an after school detention and parents will be notified.

Fourth Offense: Student will not be allowed on the bus for up to 5 days. Parents will be responsible for transporting the child to and from school during that period. School attendance is required during this time.

Fifth Offense: Student will not be allowed on the bus for up to 30 days. Parents will be responsible for transportation during this time. School attendance is required during this time.

5. **Detention**

- **Lunch Detention:** Students may receive a lunch detention for minor behavior problems. Five accumulated detentions will result in an after school detention. After 10 lunch detentions loss of privileges (class trip, assemblies, field day, etc.) will occur and another after school detention.
- **After School Detention:** Students may receive an after school detention for violating general rules of conduct as described above. Parents will be responsible for transporting their child home after detention.

6. Suspension:

A student may be suspended for the following reasons:

- Harassment, intimidation and bullying
- Intentional damage to school or someone's property.
- Possession, consumption, or distribution of any substance considered a drug (tobacco, cigarettes, alcohol, etc.)
- Possession or distribution of any weapon.
- Repeated refusal to obey the rules.

- Students are not permitted to return to school for homework or materials after dismissal.
- In an effort to minimize the use of paper the school office will utilize the school website, email, and automated call system to communicate with Knowlton Township Elementary School families.

TELEPHONE MENU

When calling the school, the following menu will be announced:

Thank you for calling Knowlton Twp. Elementary School.
If you know your parties 3-digit extension you may dial it at any time.
For the main menu dial "0"
To dial your parties' extension by name, press 3

Main Menu Options:

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|---------|------------------------------------|
| Press 1 | Main Office and to Report Absences |
| Press 2 | Board of Education |
| Press 3 | School Nurse |
| Press 4 | Child Study Team |
| Press 6 | Kitchen |
| Press 7 | School/Special Announcements |

Phone Extensions – Knowlton Twp. Elementary School

Mrs. Apgar	X121	Mrs. Groves	X121	Mrs. Perry	X103
Mrs. Baker	X414	Mr. Hardy	X122	Mrs. Plunkett	X110
Mrs. Bickhardt	X120	Mrs. Harer	X135	Mrs. Reber	X115
Mr. Brennan,SBA	X206	Mrs. Hill	X112	Mrs. Staub	X105
Cafeteria Office	X130	Mrs. Janeiro	X102	Ms. Straulina	X111
Child Study Team	X208	Mrs. Jones	X106	Mrs. Tate	X101
Mrs. Ciccarelli	X104	Miss Lehr	X134	Mrs. Thurgood	X101
Mrs. Constantine	X416	Mrs. Lennox	X128	Mrs. Ventura	X205
Ms. Diorio	X205	Library	X115	Mrs. Werner	X132
Mr.Ferry	X413	Main Office	X200		
Mrs. Garrison	X133	Ms. Maxman	X107		
Mrs. Goncalves	X109	Nurses' Office	X121		