

Archway Programs

**Lower School
280 Jackson Road
Atco, New Jersey 08004**

Phone: (856) 767-5757

Fax: (856) 767-6529

Weather/emergency closing: 856-626-3774



**Student/Parent Handbook
2013-2014**





September 2013

Dear Parents and Students:

Welcome to the Archway School.

The purpose of this handbook is to provide parents/guardians and students with information concerning the policies and procedures governing our school. It is important that parents/guardians become familiar with its contents.

Please take the time to become familiar with the information contained within this handbook.

We hope you have a successful school year. If you have any questions, feel free to contact your child's teacher, counselor or principal.

Sincerely yours,

Susan Lafferty
Lower School Principal

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Directions to Lower School 280 A Jackson Rd.

From North:

Take 73 South to Jackson Road. Make a left on Jackson Road. Archway school is one mile up on the left hand side. Please report to the school office upon entering the building.

From South:

Take 73 North to Jackson Road. Make a right onto Jackson Road. Archway Lower school is one mile up on the left hand side. Please report to the school office upon entering the building.

Introduction

This handbook has been written to acquaint parents, students and sending district personnel with the philosophy, policies and regulations of the Archway Schools. It is hoped that the information contained within will answer questions and make school expectations clear. As always, please feel free to contact the school with any concerns or questions you may have.

Communication

Regular communication between the home and school is essential in order for the students to make maximum progress. To encourage open communication, Archway provides many opportunities for Parent-Teacher contacts. Some form of communication goes back and forth daily with the students.

Parent/Teacher Conferences:

Conferences throughout the year will be scheduled upon request.

Spring I.E.P. Conferences:

Each May, *sending school districts* schedule an end-of-the-year conference. This meeting includes Archway personnel, Child Study Team Members from the school district, and other agencies that may be involved with the family. At the meeting, the student's progress during the past year is reviewed and plans are made for the next year's placement. It is **VERY IMPORTANT** that parents/guardians attend this meeting.

Graduation

In order for the Archway Schools to recommend students to their sending districts for graduation, the student must:

1. Achieve academic and behavioral goals as described in the IEP.
2. Have passing grades in all classes
3. Complete work in quantity as well as quality.
4. Meet state requirements.
5. Pass the HSPA (unless exempted) or other district designated tests.
6. Demonstrate competence in Pre-Vocational programs or Life Skills
7. Owe no debts to Archway.

Students meeting the age requirements will be reviewed mid-year. The sending district will be notified of a recommendation for graduation at the May I.E.P. conference if all requirements have been met.

Graduating students will receive a diploma from their sending school district and will be given the opportunity to participate in the district's graduation if they wish to do so.



Report Cards

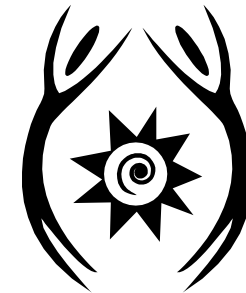
Report cards are mailed home four times per year: November, February, April and June and August. They must be signed by a parent/guardian and returned to the classroom teacher within one week. The final report card does not have to be returned. Grades reflect individual academic and behavioral growth and achievement. This report is a confidential communication.

Visitors:

School visits can be arranged by contacting the school office at **(856) 767-5757**. We will be happy to schedule a conference. Appearing without notice, makes it difficult to release personnel from their responsibilities to attend an unplanned meeting. All visitors must report to the school office and obtain a visitors pass.

Disciplinary Conferences:

Occasionally, it is necessary for the school to schedule conferences to discuss a student's behavior. If a student shows major disregard for school rules, a meeting is arranged so that staff and parents may discuss home and school behavior and jointly plan ways to remedy the situation. If a suspension has occurred, parents/guardians are often requested to meet with the school personnel prior to the student's return to school.



Written Communication:

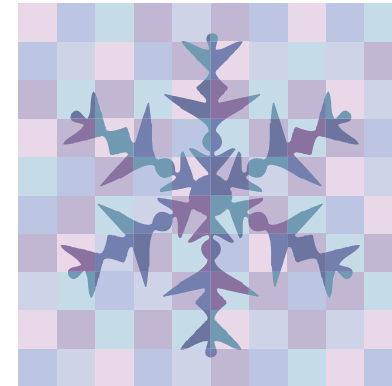
Throughout the year, parents/guardians will receive through the mail, special notices, conduct reports and quarterly report cards. Parents/guardians may also receive notices from the teacher regarding homework assignments or other concerns. Please feel free to communicate with the teacher in writing. Your child's teacher will provide you with their email address for communication as well.

Telephone Contacts:

It is ***extremely important*** that we can reach a parent/guardian by telephone at any time. Be sure to provide the school with emergency numbers where you can be reached during the day. Teachers cannot be called out of class for phone calls. If a parent/guardian must reach a teacher by phone, please call between 8:00 a.m. and 8:35 a.m. or between 2:45 p.m. and 3:15 p.m.

School Reach

We have a new system in place that allows us to send mass notifications out to parents. Please make sure we have the current contact information at all times. If you receive a call from us, please listen to the message before calling.



Inclement Weather

When the Archway Schools are closed due to inclement weather, an announcement will be made on local radio or television stations such as Channel 10 or KYW News Radio (1060am). Please note that our school closing number is **Camden: 1252**. In the event that an early dismissal is necessary, all parents/guardians will be contacted by phone, **to the best of our Ability via School Reach**. It is important that parents/guardian work with us by providing *current* phone numbers or emergency contacts. **You can also call 856-626-3774 to retrieve updated school closure information.**

Archway Education Handle With Care Policy

Special circumstances may arise that require immediate intervention by the educational staff. If a staff member observes a student behaving in a manner that is dangerous to himself or others, a behavioral intervention may be introduced until such time as the student can regain control and/or be transported to a safe environment.

Educational staff members are trained and certified in Handle with Care Behavioral Intervention. This is an orthopedically sound technique and is approved by the Division of Youth and Family Services. Educational staff members participate in refresher courses and are re-certified yearly.

This Behavioral Intervention will only be authorized as a last resort and only after verbal intervention has failed. Please contact the building principal should you have any questions concerning this policy.

Attendance Policy

Regular attendance is essential for academic success. Excessive absences, even though excused, affect grades.

If a student is absent:

- ◆ If a student is absent due to an illness or an appointment, a parent or guardian must call the school office before 9:00 a.m.

The phone number is **(856) 767-5757 extension 213.**

- ◆ If a student is absent three (3) consecutive days, the state law requires that you provide the school with a note from a doctor when the student returns to school .
- ◆ If a student is absent, and we have not heard from the parents/guardian, we will contact the home to discover the reason for the absence and will pass this information on to the school district.
- ◆ If a student is absent five (5) consecutive days a State DOE mandated absentee letter will be sent to the district and home as well. This occurs even when we know the reason.
- ◆ Remember that it is the student's responsibility to make up the work that has been missed.

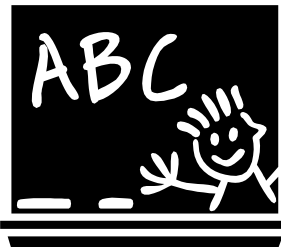
If a student is late:

- ◆ If lateness is a result of a bus problem, students will not be penalized. If a student misses his/her bus, please notify the school to let the office know.

When the student arrives at Archway, he/she must be signed in at the Office *before* he/she goes to class.

- ◆ **School policy states that any student arriving late must be here by 10:30 a.m. A phone call alerting the office must be made anytime a student is going to be late. If a student arrives later than 10:30 a.m., with no phone call, they will be counted as absent and will need to return home.**
- ◆ Parents/Guardians should check with the sending school district regarding their attendance policy. Some districts have very strict attendance requirements, and students may need to meet these requirements as well.

Students may not be picked up during the school day or after school by anyone other than a family member, parent or guardian. If someone other than a parent/guardian is picking up a student, a parent/guardian must call. Proper ID must be presented and the student must be signed out in the office.



Health Services

Students who wish to see the Nurse during the school day, must have a staff member with them. No student will be admitted to the Nurse's Office without a staff member, unless an emergency situation exists. If the Nurse finds the student too ill to remain in school, a call will be made to the student's home or to a parent's place of employment to inform them of the condition. The students will be kept in the care of the nurse until a parent or a person responsible for the student arrives to take him/her home for proper care.

Medication Policy:

Please be aware that the nurse CANNOT administer any medication without permission from the family physician. This includes over-the-counter medicine.

The parent/guardian is responsible for supplying the nurse with any medication prescribed by a student's doctor that is to be given during school hours. *If no medication is available, the student will need to stay home until a supply can be obtained.*



Related Services

Counseling:

All Archway students are scheduled weekly for individual and/or group counseling. Archway Child Study Team members and Administrative Staff are also available for crisis counseling when needed.

Physical/Occupational Therapy:

For those students who are physically disabled, physical and/or occupational therapy are available. This must be ordered by a doctor and specifically requested by the school district in the I.E.P.

Speech Therapy:

A comprehensive evaluation and treatment program is provided for speech and language, and for hearing impaired students. The frequency of therapy sessions is to be determined by the severity of the student's disorder.

There is continual contact between the speech therapist and the teacher to further carry over therapy techniques within the classroom setting. Parents are also welcome to observe therapy sessions and learn strategies for home use.

Insurance:

All students are covered by a secondary, blanket insurance policy. This is a "full excess" policy. The parent/guardian's insurance is primary.



Bus Rules

Transportation to and from Archway Schools is provided by your sending school district, not Archway Programs.

While on buses, students are expected to show appropriate behavior, such as remaining in their seats, talking quietly and not hanging out of the windows. Any disregard for school bus rules will be written up and turned into the school for disciplinary action. Disciplinary actions may include loss of points, in-school suspensions and/or bus suspensions.

After three (3) bus write ups, a student may be suspended from the bus. If a student has a bus suspension, it does not mean the student has been suspended from school. On these occasions, it is the parent/guardians' responsibility to provide transportation *to and from* school.

Dress Code

Personal appearance should not disrupt the educational process, call undue attention to the individual, violate federal, state or local health and obscenity laws, or affect the welfare and safety of the students or his/her classmates. If a student is in violation of the dress code, they will be given the choice to change into clothing we have here or you will be asked to bring a change of clothing for your child. If a student refuses, they will be sent to the Crisis Intervention Room for the remainder of the day. Repeated offenses may result in a school suspension.

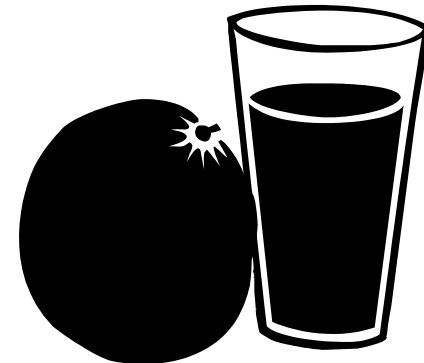
Students are expected to:

- ◆ Dress neatly and in good taste.
- ◆ Demonstrate good personal hygiene.
- ◆ Wear shoes at all times Not wear short shorts or short tops that expose the midriff
- ◆ Not wear shirts that have drug, alcohol, sexual or racial overtones.
- ◆ Not wear undergarments that show at any time. (This includes under shirts and/or boxers.) **Pants must cover the waist.**



Lunch/Breakfast Program

The Archway Schools serve nutritious meals daily. An application form for the lunch program is included in the packet of forms that is sent home with the student on the first day of school. *These forms must be filled out completely and returned to the school within **six (6) days.***



Cellular phones are not permitted on school property.

All such items will be confiscated until a parent/guardian visits the school to take possession.

Students who possess such items shall be subject to disciplinary action including suspension and possible referral to the police.

Walkmans, Radios, Handheld Games Etc.

Such items as those listed above may be used during the bus ride and at lunch time if pre-approved by an Archway Staff Member. If use of these items has not been approved, the item will be confiscated by the Principal until a parent/guardian can come to pick it up. Please note: Archway schools are not responsible for personal property damaged destroyed or stolen on school premises. Items brought in are the sole responsibility of the Student.

Hall Conduct

Appropriate behavior is expected from students in the halls, as well as in all other locations. Students should not run.

Fire Drills

Fire Drills are required by law and are held one time a month so that orderly evacuation of the school building may be accomplished. Fire escape routes are posted in each room. **In addition, an emergency evacuation or a school lockdown are required each month.**



False Alarms

Setting off a FIRE ALARM when there is NO FIRE is an unlawful offense subject to arrest and/or a substantial fine.

Care of School Property

A student will be held responsible for intentional destruction of school property. The Maintenance Department will determine the cost of any damages and parents will be notified of the compensation required.

Driving Policy

Students are NOT PERMITTED to drive to school.



Smoking Regulations

Smoking is a health hazard. As a result, smoking regulations are in effect at the Archway Schools. Students are not permitted to smoke while at our school or on school property. This regulation extends to all off campus activities as well. Students are not permitted to carry tobacco or lighters, of any kind to school. All items of this sort will be confiscated and destroyed. Students are subject to disciplinary action up to and including suspension.

