

**ELMER
ELEMENTARY SCHOOL
STUDENT/ PARENT HANDBOOK
2018-2019**



ELMER ELEMENTARY SCHOOL
207 Front Street
Elmer, NJ 08318

Phone: (856) 358-6761 Fax: (856) 358-7550

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John Driscoll

Amanda Lodge

Speech

Keyanah Jones

Aides

Rebecca Burr

Mariah Evans

Claire Luisi

Janet Straub

Raechel Wynne

Custodians

Raul Rodriguez

Charles Ritzler

ARRIVAL AND DISMISSAL

Elmer Elementary School begins the school day at 9:10 am and dismisses at 3:46 pm.

Students not riding the bus may arrive at school no earlier than 8:55 unless enrolled in the SACC Program.

From 8:55 am – 9:10 am and from 3:40 pm – 3:46 pm, parents will be able to drop off and pick up students in the Parent Loop. Once buses arrive, the Main loop will be closed until they depart. Everyday pick-up (“Express” Pick Up) will be at 3:40 p.m. - 3:55 p.m. An “Express” Pick Up form must be completed. Please note the times above due to busses entering from Front Street. **All Cars** will need to use parent drive when dropping students off or picking them up. Once buses arrive, cars will be asked to wait to exit the parent loop in order to allow busses to depart.

Cars will not be permitted to use main loop onto Front St. once busses have arrived in the main loop unless directed otherwise. Cars are permitted to use the Main Loop for drop off or pick up once busses have departed. There will be no parking during drop off and pick up times once busses have arrived. **If you would like to walk your child to the front door during drop off and pick up times, you must park off school grounds and then walk you child onto school property.**

Students arriving after 9:20 a.m. will be considered tardy unless lateness is due to failure of the bus to arrive on time or Doctor’s Office visit with note. The dismissal bell rings at 3:46 pm. **Parents are not allowed to visit classrooms during Arrival & Dismissal times; due to our teachers need to be vigilant to the safety & well being of our students at that time.**

A note is required for children being picked up. Please use our ‘A Note to School’, which can be obtained in the office or downloaded online. They must be signed out in the office if they are leaving before the end of the school day or if they are being picked up at the parent pick up location at the end of the day. You **must** report to the office upon arrival; each student **must** be signed out before he or she is dismissed. Each student will be dismissed from the office. Children will be sent home on the bus if you haven’t arrived, and we do not have a note stating that you will be picking up your child. Persons wishing to

pick up a child **MUST** be on the emergency contact sheet. No student will be released to a person who is not on the information provided to the school. Additionally, anyone picking up a child **MUST** have photo identification and be 18 years of age. **However, we do request that early “Pickups” be kept to a minimum.**

Picking up students before the end of the school day disrupts the continuity of classroom lessons. You have received a school calendar and we ask that you arrange medical and dental appointments after school hours whenever possible. We also ask that vacation trips coincide with school vacations whenever possible.

ATTENDANCE

In accordance of B.O.E. Policy 5113, regular attendance is essential to a student’s success in school. Persistent absenteeism, tardiness and early pick-ups create a genuine hardship for the student and his or her classmates. Only those absences that are health related and/or have a doctor’s note is considered excused. It is therefore considered a very serious issue. Consequently, responsibility for having children attend school regularly lies with ~~parents. If for any reason your child is sick,~~

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instruction, classroom participation, learning experiences and study to obtain maximum benefits of a thorough and efficient educational program. Poor attendance limits accomplishments and reinforces a habit that will handicap the individual in future education or employment. Therefore, the Pittsgrove Township Board of Education requires the regular attendance of all students each day school is in session.

Responsibility for having children attend school lies with the parents/guardians. It is important that children attend school unless they are ill. Asking that a child leave before the end of a school day disrupts the continuity of the program. Please try to arrange appointments after school. You have received a school calendar, so please try to confine vacation trips to those days that school is not in session. **If for any reason a student is absent five consecutive days or more, the parent/guardian is required to obtain a note from the doctor stating that the child may return to school. During each trimester, the appropriate documentation to excuse an absence must be submitted within ten (10)**

school days of the absence or it will not be accepted.

It is important that every effort be made to insure prompt and consistent daily attendance. The school will, in turn, notify parents of any concerns regarding a student's attendance by completing these steps:

Prior to 5 days absent - Student meets with Guidance Counselor/or designee in reference to absenteeism and lateness.

5 days - Warning notice to parents from Administration.

8 days - 2nd warning notice to parents from Administration.

10 days or more - referral to Truancy Court (**Attendance is also indicated on Progress Reports, Report Cards**)

Appeal Process for Unexcused Absences

The adult student or his/her parent/guardian or the parent/guardian of the minor student must notify the assistant principal/principal in writing (**within 10 school days of receiving the first notification that the student has exceeded the maximum number of unexcused absences permitted**) that a meeting with the assistant principal/principal for the purpose of reviewing this student's attendance record is desired. This written notification must state the reason for the appeal and any documentation or other information relative to the absences should be enclosed. Documentation of the nature and causes of absences shall be the responsibility of the parent/guardian of the minor student. At the meeting with the assistant principal/principal an opportunity will be given to present any other extenuating circumstances.

The parent/guardian of the minor student will be notified as to the outcome of the appeal. If not satisfied, an appeal may be made to the Superintendent.

The parent/guardian of the minor student, if not satisfied with the Superintendent's decision, may appeal to the Board of Education.

During each trimester, **the appropriate documentation to excuse an absence must be submitted within ten (10) school days of the absence or it will not be accepted.** At the first meeting with the assistant principal/principal, the parent/guardian will be permitted to bring documentation to the meeting to excuse absences that occurred more than ten (10) school days from the

absence. However, if the parent/guardian meets with the assistant principal/principal in two or more consecutive trimesters, no documentation waiver will be permitted.

Excused Absences

It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any of the reasons listed, it will be considered an excused absence. It is requested that scheduled appointments be made after school hours whenever possible. All work missed as a result of the absence must be made up. Excused absences will be allowed for the following reasons:

- Illness after reporting to school (sent home by School Nurse)
- Serious illness or medical condition as verified by a physician
- Death in the immediate family when accompanied by appropriate documentation
- Religious holidays as prescribed by the State Department of Education when accompanied by a note from a parent/guardian
- Required court attendance when accompanied by documentation from the court
- Administrative permission to attend special programs, i.e., approved field trips, verifiable guidance activities and programs or special appearances

Maximum 5 days: Parents may appeal to School Administrator for 5 days of Parent Excused Absences. This may include, but not be limited to: illness, vacation, or other pertinent request(s).

Unexcused Absences

The following list includes, but is not limited to, absences that are NOT considered excused:

- Missing the bus or other alternative transportation
- Car trouble
- Personal business
 - Shopping
 - Oversleeping
 - Going out to breakfast or lunch

BICYCLES

Children riding their bikes to school must have a note on file in the office stating parental consent. **Parents/Guardians must accompany their child to and from school & students are required to wear helmets. No exceptions!** The school assumes no

responsibility for the bicycles. However, provisions have been made to safeguard them by requiring all bikes to be properly parked and locked in the bike rack.

BUSES

The majority of students of Elmer Elementary School are transported by bus.

Riding a bus is a privilege that must not be abused. If the privilege is abused a student may be suspended from the bus for a short or extended period of time. Effective September 1, 1994 state law requires that all children in bus seats with seatbelts must buckle up. Please help us keep your child safe by enforcing this law and discussing its importance with your child.

Problems related to traveling on the bus or at the bus stop are to be referred to Mr. Daniel F. Bruce, Principal. All other problems should be referred to the Transportation Coordinator at 358-3094 ext. 4823.

Students not riding buses may not be dropped off at school before 8:55 am.

Teachers are not available to supervise the playground and halls until that time. SACC personnel are only responsible for children in their program.

Riding Another School Bus:

Arrangements to ride another bus must be for a five-month period: September through mid-February or mid-February through June. **Requests for mid-year changes must be received by the principal in writing by February 2019.** These requests will be given to the Transportation Coordinator and parents will be notified as to whether such arrangements can be accommodated.

REQUESTS FOR DAY-TO-DAY, WEEK-TO-WEEK, OR MONTH-TO-MONTH TRANSPORTATION WILL NOT BE ACCEPTED.

CAFETERIA

The Cafeteria will be serving breakfast daily to all students in grades 1 and 2. The price for breakfast will be \$1.50. The reduced price for Breakfast price is \$.30. Milk and/or juice will be included in the cost. No breakfast will be served on early dismissal days. Students must be on time and no later than 9:20 A.M. to get breakfast. The first day that breakfast will be served will be Monday, September 10th.

The Cafeteria will also be serving lunches daily to all students in grades 1 and 2. The price for a complete lunch is \$2.80. The price for reduced Lunch is \$.40. Payment for

school lunches can also be made through myschoolbuck.com. You may also send in check/cash payments. Please put payment in an envelope clearly marked with student's first and last name and teacher's name. (Prices subject to change.)

CARE OF SCHOOL PROPERTY

Students are responsible for taking care of all school property including textbooks. Any damage must be paid for. To protect textbooks they must be covered the day they are issued.

Books are not to be covered with paper having a sticky backing as it ruins the permanent cover of the book often making it unusable.

Deliberate destruction of school property books, equipment and other materials will be grounds for serious disciplinary action and restitution.

CHANGE OF ADDRESS OR TELEPHONE NUMBER

For the well being of your children it is vital that the school office be notified immediately of any change to your address, telephone number, emergency number, or place of employment and phone number of either parent during the school year.

COMMUNITY CODE OF CONDUCT

One of the goals generated by the Pittsgrove Township Public Schools' Strategic Planning Council was the development and implementation of a district-wide code of conduct. As a result of this collaborative effort, the Pittsgrove Township Public Schools' Code of Conduct serves as a guide for parents, staff, and students in the Pittsgrove Township school community. For additional information, please refer to district website.

CUSTODY/GUARDIANSHIP/PARENT VISITATION

Any custodial parent changes or visitation changes that affect pick up and drop off must be **reported** to the office **immediately** to ensure the safety of your child. Additionally court papers must be submitted and filled immediately upon your receipt. Please note - reporting any parental and or visitation changes to your child's teacher is **not sufficient**. The office must be made aware of any changes immediately to ensure the safety of your child.

CONDUCT ON SCHOOL PROPERTY & DURING SCHOOL EVENTS

The school district may hold parents liable for property damage caused by acts of their children. The school district has the authority to implement rules and regulations for its own management and to promote the health, safety, and welfare of its students. These rules include the authority to take action against disruptive conduct by visitors to school property or school events including parents.

DIRECTED PLAY

Students must bring sneakers each day for the Directed Play activity planned by the classroom teacher. In order to provide children with a change of environment, classes will go outside on moderately cool days. We ask that they be dressed appropriately with gloves/ mittens, hats, coats or sweaters and warm footwear whenever appropriate as dictated by the weather.

DRESS CODE

Any type of dress or grooming which is disruptive such as shirts with the following:

- Inappropriate slogans, TV programs or advertising, belly shirts, midriffs, see-through clothing tube tops/dresses, or top/dresses that expose cleavage or bare backs will not be permitted.
- Bare feet, slippers, flip-flops, or other shoes that pose a safety hazard are also unacceptable.
- Pants are to be worn at the waistline with undergarments not exposed. Tops and bottoms must meet at all times – sitting and standing.
- Skirts, dresses, shorts must be fingertip length. Sleeveless undershirts are not permitted at any time.
- Shirts with spaghetti straps are not to be worn; straps should be at least two fingers in width.
- Hats and other head coverings are not permitted unless part of a 'special' day event.
- Clothing must be properly buttoned at all times. As students mature, especially girls, please monitor the appropriateness of shirts and the necessity of undergarments.

Parents will be contacted to bring a change of clothing to school for their child if attire is found to be inappropriate.

GYM DRESS CODE

Children need to dress appropriately on days that they have gym. Students need to wear socks and sneakers that tie on those days. Also earrings need to be removed prior to gym class. Safety of your children is very important to us, so we are requesting your support on this matter.

EARLY SCHOOL CLOSINGS

All students will be dismissed at 1:15 pm on the following dates:

November 21, 2018 (Wed) - Thanksgiving
December 7, 2018 (Wed.) - Professional Development Day
December 12, 2018 (Wed.) - Parent/Teacher Conferences
December 13, 2018 (Thursday) - Parent/Teacher Conferences
December 14, 2018 (Friday) - Parent/Teacher Conferences
December 21, 2018 (Friday) - Winter Recess
March 1, 2019 (Friday) - Professional Development Day
March 22, 2019 (Friday) - Parent/Teacher Conferences
April 17, 2019 (Wednesday) - Professional Development Day
May 24, 2019 (Friday) - Professional Development Day
June 14, 2019 (Friday) - Half Day for Students
June 17, 2019 (Monday) - Half Day for Students
June 18, 2019 (Tuesday) - Last Day for Students & Teachers

Emergency School Closing

If the possibility exists that the schools in Pittsgrove Township will open late or remain closed due to inclement weather, please view to the following TV stations, which will announce the name of our school district

and /or **our code #895. Channels 3,6,10 & 29. Visit www.pittsgrove.net for school closing information.**

School closing decisions are made by 6 am at which time TV stations are notified. Please **do not call** the stations or the school. Our district will also use the School Reach phone call system to call you with closing information. **Elmer Elementary School will dismiss students at 1:15 pm or sooner due to weather conditions or an unexpected emergency. Please remember it may not be possible to contact all parents prior to an emergency closing even using the Automated calling system.**

ATTENTION PARENTS:

A situation may occur at any time during the school year, which could necessitate the need for an early dismissal.

Please discuss such possibilities with your children to alleviate any fear or confusion on their part. They should know what to do and where to go should such a situation occur.

If you have concerns about possible early dismissal due to excessive heat, storm conditions, snow or a possible unanticipated school emergency, a School Reach broadcast will be sent out. Please reference Emergency

Evacuation Plan letter in your child's First Day Folder.

FIELD TRIPS

All students must be transported by school bus to and from all Field Trips. **No**

Exceptions. Students may be signed out in the office upon return. No pupil should be denied participation in a field trip due to financial need. Our PTO generously contributes to the costs of our Field Trips.

NOTE: Due to the lack of substitute nurses available, parents of children needing medication may be given preference of being a classroom chaperone over other parents wishing to accompany children on the bus.

We would love to have all of our parents join us on field trips; however, it just is not feasible. If you are not selected to chaperone a field trip, there will be other opportunities for you to volunteer in our school.

It is our procedure that **parents do not drive separately** or follow bus in order to meet their child at the trip location because it creates confusion for our students as to which adult is responsible for them during the day. In addition, we take your child's safety very seriously and unapproved chaperones or unexpected visitors can cause concern for those caring for your child.

GRADING INFORMATION

Teaching Strategies GOLD is a seamless system for assessing children from birth through Kindergarten. Kindergarten will use the Teaching Strategies Gold Checkpoint Reports as their report card.

1st Grade Report Card Guidelines for Needs Support, Approaching Standards, Achieves Standards & Exceeds Standards.

Grading will be based on oral assessments, teacher observations, percentages and other various assessments based on content.

1 = Needs Support. Not grasping key concepts, processes, and essential skills. Areas of concern that requires support.

2 = Approaching Standards. Beginning to grasp and apply key concepts, processes, and skills. Progressing towards stated grade level benchmarks.

3 = Achieves Standards. Consistently grasps and applies key concepts, processes, and skills. Successfully meets stated grade-level benchmarks.

4 = Exceeds Standards. Extends key concepts, processes, and skills. Consistently works beyond stated grade-level benchmarks.

1 = 74 and below

2 = 75-85

3 = 86-96

4 = 97-100

Writing: Our writing will be scored using the Lucy Calkins Writing Pathways rubric for our 1st and 2nd Grade Students. It is scored from a 1 to a 4.

HEALTH INFORMATION

Height and WeightGrades K - 12
VisionGrades K,2,4,6,8,10
HearingGrades K,1,2,3,4,6,8,10
Color Deficiency.....Grade 1
Blood Pressure.....Grade K - 12
ScoliosisGrades 5,7,9,11
(Grade 4 if age 10 in September of current school year)

COMMUNICABLE DISEASE POLICY

~~Illness, Injury and Communicable Diseases~~
Our teachers and school nurse keep close watch on all children. If illness occurs, the school nurse will attempt to notify parents. If your child has been hospitalized or is absent from school for any illness lasting more than five consecutive days, a note from your family physician is required before your child may return to school.

Students will be sent home for the following reasons: **having a temperature of 100 or above.** (They must be fever free without Tylenol or other medication for 24 hours before returning to school) **having a severe cough or cold and having diarrhea and/or vomiting** (must be over for 24 hours before returning). Students who are sent home ill or who are absent from school may not participate in afterschool and/or evening activities for the duration of the illness.

If your child has been injured and must return to school with crutches, a cast, brace, sling, neck brace, sutures, etc., a note from your physician is required.

If your child must be excused from participation in physical education activities due to illness or injury, a note from your physician is also required. In such cases he/she will also be exempt from participating in Directed Play.

Any student suspected of having a “nuisance” disease; namely, Impetigo, Ringworm, Pinkeye (conjunctivitis) Reoccurring Head Lice (pediculosi), Scabies (mites under the skin), or any questionable rash, will be excluded from school and may only return with a physician’s note. If there are any health problems you feel the school nurse should be aware of, please do not hesitate to notify her. If there are any problems we feel you should be aware of we will do likewise. We appreciate your cooperation in caring for the well being of your child while at school. Please feel free to call the school nurse if you have any questions.



Medications in School:

NO medications may be given in school without prior written permission from the child’s parent/guardian and physician. If medication must be given during school hours, the following procedures are to be followed:

1. Written orders from the physician must give: name of drug, dosage, and time medication is to be taken.
2. Written permission provided by parent/guardian requesting the school to comply with the physician’s order.
3. Medications must be brought to school in the original container labeled by the pharmacy or physician.
4. **Nonprescription medications, i.e. aspirin, ointments, cold tablets, etc, cannot be given without prior written consent of the child’s parent/guardian, and physician.**
5. Parents or guardians are to bring medications to the Nurse’s Office. Students may not carry medications to school on the school bus.
6. The nurse administers all medications unless the parent is present to do so.
7. Any pills out of the original container will not be administered.

To prevent a health risk to students with allergies, pets of any kind may not be brought into the classroom and/or School Building.

Save Our Smiles (S.O.S.)

Save Our Smiles (S.O.S) is a classroom Fluoride Rinse Program is paid for by the PTO. This weekly rinsing procedure has reduced cavities by an average of 36.5% in communities like ours and has the approval of the Pittsgrove Township Board of Education and the National Institute of Dental Research; Parental Approval is needed for participation.

HOMEWORK GUIDELINES

Homework serves an important purpose in your child’s school life. It is a means of reviewing and reinforcing the lessons taught in school. It also is a way to help your child develop work and study habits that will assist him or her throughout their school years. **All assignments must be completed whether or not credit is received.**

All grade levels- Assignments missed due to legal absence from school, except those requiring special materials, **must be completed upon returning to school.** Each classroom teacher will determine the appropriate length of time required to complete the make-up work.

You can help your child develop some routines, which will assist them to complete their homework assignments.

1. Ask your child if he or she has homework. It is generally assigned every day except Friday or the day before a holiday. By asking about homework, you are reinforcing the importance of this responsibility.
2. Show interest in your child’s homework and assist when necessary. This will also reinforce the importance of this activity.
3. **Homework is your child’s work not yours.** You should not do the work but rather be concerned with whether or not your child understands the assignment sufficiently to complete it independently. If your child cannot complete an assignment, please write a note to the teacher stating the difficulty.
4. Help your child set a regular homework time each day and remain with that time commitment. Free your child of other responsibilities at that

time so completing assignments becomes the priority.

5. Provide your child with a quiet place to work and study where he or she is not disturbed by younger children or pets. Assignments will not be always involving written work. Some will require students to read, to interview, to collect, to study, to do research to complete a project, and so forth. Please feel free to consult your child's teacher whenever there is question about an assignment.

If a child is absent more than one day due to an illness or medical problem, parents may request schoolwork and assignments. We ask these requests be made early enough for teachers to gather the materials needed.

Within the past few years, there has been an increase in the number of vacations taken by parents during the school year. In this situation, it is the student's responsibility to pursue any make-up work and/or tests upon return to school. It is impossible to provide parents with missed assignments, which will cover one or two weeks of vacation.

PARENT TEACHER CONFERENCES

Parent Teachers Conferences will be held in early December and early March. Conference information will be given in a timely fashion. Students will be dismissed at 1:15 pm on these days. **Attendance at Parent Teacher Conferences at this time is strongly encouraged. Parents or teachers may also request additional meetings during the school year as needed.**

PARENT VOLUNTEERS

Elmer Elementary School considers its parent volunteers a very special resource. Parents are encouraged to help in their child's classroom, school programs and extracurricular activities. Please call the office if you have time or skills you can share to help make our school a better place for your children. We encourage parents to be active in our school & classroom. We welcome parents at most times. However, please make arrangements with your child's teacher prior to arriving. Some classroom events such as testing, assemblies, special projects may prevent parents from visiting on certain days.

PERSONAL PROPERTY

Children are not to bring personal belongings to school without permission from their teacher and parent/guardian. Examples include portable radios, head sets, cell phones, iPods, electronic games of any kind, dolls, toys, playing cards, Yu-Gi-Oh cards, D.S.'s, Pokemon cards or any other type of trading cards, etc.. In addition, baseballs, softballs, footballs, and wood or metal bats are not allowed in school. The school will not be responsible for any loss or damage to such items

POTENTIALLY GIFTED PROGRAM POLICY

A copy of the complete Gifted-Talented Program, K- 12 may be obtained at the school office.

PRINCIPAL'S MESSAGE

On behalf of the staff of Elmer Elementary School, I would like to welcome students and their parents to a new school year. Teachers at Elmer Elementary School maintain high academic standards and attempt to meet the individual needs of all students. Ultimately each student will gain from the academic program according to the effort they are willing and able to apply and the support they receive from their parents. To increase the degree of educational success it is imperative that students, teachers, parents and administrators communicate openly and frequently regarding their concerns, progress and overall growth of their children. If I can be of any assistance during the school year please do not hesitate to call. **Daniel F. Bruce, Principal (856) 358-6761 Ext. 4770.**

TRIMESTERS/PROGRESS REPORTS

Progress reports are written for students and sent home with the students at the mid-point of each trimester to keep parents informed of their child's progress. Students who are in danger of failing a specific subject for the trimester or whose marks have changed may receive more frequent reports.

The following are our Trimester Dates. Each Trimester lasts for 60 days, with the Midpoint occurring on the 30th day. Report Cards and Progress Reports typically go home a week following these dates. These timeframes are subject to change due to changes that may occur in our calendar year.

1st Trimester Dates

September 6, 2018 (Thursday) - Start of 1st Trimester
October 19, 2018 - (Friday) - Midpoint of 1st Trimester
December 7, 2018 (Friday) - End of 1st Trimester

2nd Trimester Dates

December 10, 2018 (Monday) - Start of 2nd Trimester

January 30, 2019 (Wednesday) - Midpoint of 2nd Trimester
March 19, 2019 (Monday) - End of 2nd Trimester

3rd Trimester Dates

March 20, 2019 (Wednesday) - Start of 3rd Trimester
May 6, 2019 (Monday) - Midpoint of 3rd Trimester
June 18, 2019 (Tuesday) - End of 3rd Trimester

PROMOTION AND RETENTION POLICY
(ELEMENTARY SCHOOL)

B.O.E. Policy 5123

It is important to recognize that children struggling or failing in an elementary grade will benefit from the opportunity to continue in the same grade for another year. Many educators and parents understand that wrong grade placement and numerous other factors or circumstances that impede a child's learning are not of the child's making. Children who develop more slowly often experience continual frustration and failure when attempting to complete tasks they would be able to complete successfully one year later. The lack of developmental readiness is one of the most common causes of wrong grade placement, which results in school failure. Taking the needed time to learn and grow is a lot less unusual than it use to be. Consequently, several factors and options must be considered when the possibility of retention exists.

Parents must be notified by the classroom teacher of the child's difficulties as early as possible. If retention in the same grade level appears to be a possibility, that concern must also be made known as soon as possible.

In reaching a decision to retain a child or not, the child's teachers, parents/guardian, guidance counselor, and principal will meet to review all available data and circumstances. Major consideration will be placed on what is best for each individual child.

According to the District's policy to be considered for retention a child must have a failing average in one subject. Any student having failing averages in two of the three subject areas (math, reading and/or language) will be retained and/or recommended for appropriate remediation.

The final decision for the promotion or retention of an individual student rests with the principal as with any other official action taken within his/her school.

The Child Study Team and Special Education teachers will make recommendations

regarding the promotion or retention of classified students.

P.T.O.

The Elementary P.T.O. (Parent Teacher Organization) has been highly involved in improving our school. All parents and teachers are urged to become members and to actively participate. Meetings are held at Olivet School. Dates of those meetings will be included on the monthly school calendar.

RETURNING TO SCHOOL AFTER SCHOOL HOURS

On many occasions students return to school to get books and materials needed to complete their homework assignments. At the end of each school day however, they are reminded of their assignments, what books they will need and have sufficient time to pack their bags. We ask that parents help us in making children responsible for doing this. Please **do not** drive your child back to school to get books and materials they "forgot". **Remember doors will be locked after children leave and custodians are not to allow anyone in the building.**

RELEASING YOUR CHILD(REN) DURING THE SCHOOL DAY

Upon written request from parents, students may be dismissed early for medical and dental appointments when necessary. A note must be written to your child(ren)'s teacher(s) stating that you or a designated individual will pick your child up at a specified time(Use of 'Note to School' preferred). **You must report to the office upon arrival to meet and sign your child out before he/she can be dismissed.** Although we realize that an early dismissal may be necessary at times we discourage this practice. **We ask parents to make every effort to schedule medical and dental appointments after school hours.**

No students shall be permitted to leave before the end of the school day unless met in the school office by a parent or person authorized by the parent. (All persons must be 18 years of age or older.)

For safety and instructional purposes, parents MAY NOT go directly to the classroom to meet their children.

SCHOOL AGE CHILD CARE (SACC)

SACC is a before and after school program aimed at meeting the needs of working parents by providing children with care for the hours when school is not in session. Elmer hours are 6:30 AM to 9:10 AM before school and 3:46 pm

to 6:00 pm after school. Call (856) 358-6175 for more information and costs.

SACC (Olivet Site) 358-6175
SACC Office/ Ext 4022 358-3094



SCHOOL CONCERNS
CHAIN OF COMMUNICATION

School-related concerns involving a student are usually resolved by the teacher or other school employee with supervisory responsibilities. To effectively and efficiently address these concerns in the best interest of the student, the following chain of communication will be applied. If the concern is not resolved, proceed to the next step in the chain of communication.

Concern of Parent/Guardian of Student

1. Parent/guardian of student communicates concern to teacher or counselor.
2. Parent/guardian communicates concern to a school administrator.
3. Administrator facilitates communication between parent/guardian, teacher, and appropriate school personnel (i.e., counselors, etc.).
4. Parent guardian communicates concern to Superintendent of Schools.
5. Parent/guardian communicates concern to the Board of Education.

We would appreciate cooperation from all parents regarding this procedure. Due to time constraints we must request that appointments be made so that administration is available for students during school hours.

SCHOOL INFORMATION

School Address:

Elmer Elementary School
207 Front Street
Elmer, NJ 08318
Phone (856) 358-6761
Fax (856) 358-7550

District Telephone Numbers:

Norma School	358-6904
Olivet School	358-2081
Middle School	358-8529
Schalick High School	358-2054
Child Study Team	358-7080

<u>Pittsgrove Township Board of Education</u>	
Superintendent	358-3094
Business Office	358-3094
Transportation	358-7072

Elmer School / Office Hours:

Office 8:15 AM to 4:15 PM
Kindergarten through 1st Grade
School begins at 9:10 AM and
ends at 3:46 PM

SCHOOL MASCOT, COLORS, & P.R.I.D.E.



The Elmer Elementary School mascot is an Eagle and School colors are blue and white. We encourage our students to identify with these symbols as a representation of our school pride and spirit. The first Friday of each month is School Spirit Day. We wear these colors with pride.

Our District Motto is P.R.I.D.E.

Patience, **R**espect, **I**ntegrity, **D**iligence, and **E**mpathy.

Character Education is an important part of a child's social and educational development. We use our school motto, P.R.I.D.E. to teach and encourage our students to be the best they can be each and everyday. Elmer Elementary School: P.R.I.D.E is on Our Side!

SCHOOL PARTIES

Due to Federal Regulations, traditional "party foods" are no longer permitted in schools. We like to celebrate holidays, however we are restricted on the types of foods we can offer/serve our students. We will be distributing a list of "**healthy food options**" which are permitted under the regulations for our holiday celebrations.

We will provide a list of celebration options to help us celebrate birthdays such as donating a book to the library, sending in a special book to be read to the class, or completing a simple craft with the class. **No snacks will be permitted for birthday celebrations.**

Additionally, **a maximum number of 4 parents at a time per class may assist with classroom activities and parties, which includes the room parent coordinator. We encourage that siblings not attend with**

parents during the school day to assist with classroom activities and parties.

Please **contact your child's teacher ahead of time** to schedule a visit if you plan to complete a craft or read to your child's class.

SCHOOL SECURITY

School doors will be locked each day after the bell rings. For the safety of our children a bell has been installed on the front door of the school. Ring the bell and the main office will buzz you in. **Please report directly to the Office to sign in.** If you are attending a school program in the evening, doors nearest the performance area will be unlocked for entrance.

* **Again doors will not be opened for students to get homework, books and other materials needed to complete an assignment.**

STUDENT SALES

Students may not conduct any sales in school except when they are a part of an approved school activity.

TELEPHONE CALLS FOR ABSENCES

It is vital that you contact Elmer Elementary School when your child(ren) is absent. Please call the office at 358-6761 between 8:15 AM and 9:10 AM with the following information:

- a. Student's name
- b. Grade/Teacher
- c. Reason for absence
- d. Anticipated date of return

If your child is absent and we **do not** have a call by 9:30 AM, we will call you using our Automated calling system.

If your child will be absent for an extended period of time, it will only be necessary to call the first day of absence and indicate the number of days your child will be out. You may also send a note with a brother or sister to inform us about an extended absence.

TECHNOLOGY

TECHNOLOGY ETHICS VIOLATION

Technology use in our schools are a public domain and will be monitored for appropriate/approved usage. No student shall use the Internet to create, send or receive e-mail, instant messages, or chat. Nor shall a student use technology to copy software or programs for personal use, generate personal income, or interfere with normal computer and/or network functioning. In addition, students found using unacceptable, vulgar, and profane or

threatening language on school technology will face disciplinary action.

According to Senate Bill No. 2057 with Committee Amendments, "The Anti-Big Brother Act," requires a school district or charter school that furnishes a student with a laptop computer, cellular telephone, or other electronic device to provide the student with written or electronic notice that the electronic device may record or collect information on the student's activity, or the student's use of the device if it is equipped with a camera, global positioning system, or other feature capable of recording or collecting information.

TESTING PROGRAM

DIBELS testing will be administered 3 times to our Kindergarten students during the school year to ascertain each child's strengths and weaknesses. For more information please visit <https://dibels.org/dibels.html>. Our 1st Grade Students will be NWEA MAP tested in the early Fall and late Spring. For more information please visit <https://www.nwea.org>.

TRANSFERS

If you are moving, please notify the school office immediately so that transfer cards can be prepared. A minimum of twenty-four (24) hours notice is necessary to process papers.

VANDALISM

Our school and school equipment are public property. Willfully damaging or destroying this property is cause for immediate suspension. The school requires that vandal damage be paid for. If a student accidentally causes damage, they should report it to their teacher immediately so that damage is not misconstrued as vandalism.

VISITORS

For security and educational reasons ALL visitors **MUST** report to the office, sign in and receive a Visitor's Pass before going to any other part of the building. Your cooperation is essential if we are to maintain a safe school environment.

WEAPONS AND DANGEROUS INSTRUMENTS

The policy of the Pittsgrove Township Board of Education is to recognize that there is the potential for the presence of weapons and dangerous instruments in any school setting, which not only directly endangers the safety and well being of all members of the school community, but also undermines the educational environment. Appropriate, prompt response is necessary to minimize these

dangers and to ensure compliance with N.J. S.A.18A: 37 - 1, et seq. and the Federal Gun-Free Schools Act.

The possession of any weapon and/or dangerous instrument by any person is prohibited on school properties or at any school related activities. Students in possession of such weapons or dangerous instruments while in route to and from school shall also be subject to the conditions of this policy.

CONTRABAND

Students may not bring items to school which interfere with the instructional program: toy guns, pen knives or knives of any type, water pistols, radios, head sets, D.S.'s computer games, iPods and other electronics such as Gameboy, etc., playing cards, Yu-Gi-Oh cards, Pokemon cards and any other type of trading cards. Items deemed inappropriate or disruptive will be confiscated and returned to parents at a later time.

The possession of a weapon as defined by school policy will result in suspension and possible legal action.

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

This act affords parents and those over 18 years of age certain rights with respect to the students' educational records. These rights include:

1. Right to inspect and review records
2. Correction of inaccurate information
3. Right to consent to disclosures
4. Right to file a complaint

INTERVENTION & REFERRAL SERVICES (I&RS)

An I&RS team is one of the many resources used to intervene with student problems or concerns, prior to Child Study Team (CST) evaluation. Areas addressed are Academic, Behavioral, or Health related.

The Intervention and Referral Services (I&RS) for general education students is intended as a primary way in which general education teachers or specialists can assist a student who is at risk for school problems within the general education environment.

I&RS programs are not intended to replace traditional methods or resources for helping students to function effectively in school. Rather, they exist primarily to focus on particular student problems using available resources within the general education

environment.

The term intervention is used when teachers and other school personnel study and creatively problem solve educational issues that place a student at risk for school failure. Using a team approach that also significantly involves parents, each school carefully considers the needs of students who are identified "at risk" for learning, behavior, and health problems. After careful consideration, strategies are put in place to work with the student and effectively address the issues at hand.

I&RS PHASES

1. Request for Assistance
 2. Information Collection
 3. Parent/Guardian Notification and Participation
 4. Problem Solve
 5. Develop I&RS Action Plan
 6. Support, Monitor and Continue the Process
 7. Problem resolved or referral to CST
- For more information, please contact Daniel F. Bruce, Principal or visit the following website at www.state.nj.us/njded/students/irs/

LABELING

We need your help. Please label jackets, coats, lunch boxes, and other personal items taken to school. Lost items could easily be returned to their owners. Students should check lost and found items in the front foyer when they lose something belonging to them.

LOST AND DAMAGED BOOKS

Students must report loss of textbooks to their teacher. Upon receipt of payment for the book, the student will receive a new book.

FEES:

1. Lost books - replacement cost of books
2. Badly damaged books - replacement cost of book
3. Damaged book - one third cost of book, ~~the teacher who issues the book shall be the judge of the extent of the damage.~~

DISORDERLY PERSONS

2A:170-28. Any person who by noisy or disorderly conduct disturbs or interferes with the quiet or good order of any place of assembly, public or private, including schools, churches, libraries and reading rooms, is a disorderly person.

2A:170-36. Any person who maliciously destroys, defaces, damages or injures property, may where the damage does not exceed the sum of \$200, be adjudged a disorderly person.

By order of the
BOARD OF EDUCATION

HARASSMENT, INTIMIDATION, AND BULLYING

Pittsgrove Township School District strives to provide students with the highest conditions for learning by preserving a school community where each student is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated or bullied by others in the school community, at school sponsored events, on a school bus or when such actions create a substantial disruption in or substantial interference with the orderly operation of the school.

The Pittsgrove Township School Board of Education and administration believes that educating children is a shared responsibility between the parent/guardian and the school community. Students will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics.

As per New Jersey Statute, Title 18A:37-1 through 19, the consequences for any pupil who commits acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. However, the Chief School Administrator may modify a pupil's removal on a case-by-case basis. In addition, the appropriate law enforcement agency may be notified.

To ensure that the harassment, intimidation and bullying policy is understood, please read the district policy online at www.pittsgrove.net. To report an incident of Harassment, Intimidation and Bullying, please download a HIB reporting form from the district website and submit it to the main office or guidance counselor. If you have questions or concerns regarding a HIB case or the district policy, please contact:

The 10 Steps of the HIB Complaint and Investigation Process

Schools are required to take specific steps when an alleged HIB is reported. For information on the Pittsgrove Township School Board's HIB policy 5131.1, please visit the district website at www.pittsgrove.net under the HIB policy.

The steps a school district and a school must take when addressing a suspected incident of HIB are provided below. These steps can be found in *N.J.S.A. 18A:37-15* of the ABR:

Step 1: The Verbal Report – All reports of HIB acts must be reported to the principal the *same day* the incident occurs when a school staff member, a contractor, or a volunteer:

- Personally witnesses an act of HIB; or
- Receives reliable information indicating that a HIB act occurred.

Parents, students and others also may make verbal reports.

Step 2: Parent Notification – As soon as possible following any verbal report of HIB to the principal, the principal must inform the parents of all suspected student offenders and suspected student victims. If it is appropriate to the situation, the principal may discuss the availability of counseling and other intervention services.

Step 3: The Investigation – After receiving the verbal/written report, the principal, or his or her designee, in consultation with the anti-bullying specialist, makes a preliminary determination as to whether a reported incident or complaint, assuming all facts presented are true, is a report within the scope of the HIB law. If so, the principal or the principal's designee must start an investigation of the act. The school anti-bullying specialist conducts the investigation, in coordination with the principal. If the decision is NOT to initiate an investigation, the parent may appeal to the BOE.

Length of Investigation – The investigation should be completed as soon as possible, but must be completed no later than *10 school days* from the date of the *written* report (see Step 4: The Written Report below). During the investigation:

- The principal might appoint other school staff to help with the investigation; and
- The administrator might administer discipline or take other steps under the board of education's anti-bullying policy or code of student conduct if the facts show there is enough information to do so.

Step 4: The Written Report – Within *two school days* of the verbal report, the school employee, contractor or volunteer must also report the act of HIB to the principal, in writing. The written report requirement does not apply to parents.

Step 5: The Investigation Report– Within *two school days* of the completion of the investigation, the results of the investigation must be reported to the CSA.

Amending the Investigation Report (Depends on the Facts): If there is information related to the investigation that is received after the 10 school day deadline, the ABS may amend the original results of the report to include the information. There is no deadline for making an amendment to the report. The district would make a decision on the way to respond to the additional information, depending on the facts.

Step 6: CSA Actions – Based on the investigation report, the CSA may choose to take any one of the following additional actions:

- Impose discipline;
- Provide intervention services;
- Create training programs to reduce HIB, improve school climate and make the school safer and more accepting of all students;
- Order counseling; or
- Take any other actions necessary to address the incident or reduce HIB in the schools.

Step 7: The CSA's Report to the Board of Education – The CSA must report the results of the investigation and any actions taken to the board of education by its next meeting following the completion of the investigation.

Step 8: Information to Parents – Within *five school days* after the results of the investigation are reported to the board of education, the school district must provide the parents with information about the investigation that is limited to the following:

- The type of investigation that was conducted;
- Whether or not the district found evidence of HIB, as defined in the

ABR; and

- Whether or not discipline was imposed or services were provided to address the HIB.

Limited Information and Student Privacy Laws: Due to student records and privacy laws and regulations, parents are only entitled to review their child's educational records; a parent is not entitled to view the records of other students. This means that parents are not permitted to receive the entire HIB investigation report if it in any way would identify a student other than their own. If parents believe they are entitled to more information than has been provided by the school district, the parents may request a hearing before the board of education. The process for the board hearing and other options available to parents are explained in the following section (Based on 20 U.S.C. §1232g, the *Family Education Rights and Privacy Act*, and N.J.A.C. 6A:32-7, Student Records).

Step 9: Optional Hearing or Appeal – Parents may request a hearing, no later than 60 calendar days after parent or guardian receives written notice of the outcome of the investigation. Parents have the right, but are not required, to request a hearing with the board of education, if they are unsatisfied with the investigation findings or any other actions taken by the school or school district. If the parent requests this hearing, it must be held within 10 days of the parents' request.

Step 10: Board of Education Decision – At the board of education's *next meeting* following its receipt of the CSA's report (Step 7), the board must produce a decision, in writing. The decision must either uphold, reject or change the CSA's decision.

HIB Specialist
Mrs. Terri Probasco, Guidance Counselor
207 Front St.
Elmer, NJ 08318
(856) 358-6761, Ext. 4773

HIB Coordinator
Mrs. Angela Williams
Schalick High School
718 Centerton Rd
Pittsgrove, NJ 08318
(856) 358-2054, Ext. 4111

Pittsgrove Township Website
www.pittsgrove.net

STUDENT GRIEVANCE PROCEDURE

The Board of Education believes that all students have the right to seek redress of individual grievances through established channels. A grievance is defined as an official statement of a complaint over something believed to be wrong or unfair. Should an individual student seek redress, the procedure is as follows:

- An individual student with a grievance, which arises at his/her association with the school, shall indicate in writing, the action that caused the grievance, the reason the student believes it is a grievance, and the relief sought.
- Within 10 days of the date of the alleged grievance, the student shall submit the written form to the office of the Assistant Principal.
- Within 7 school days the Assistant Principal shall render a written decision to the student. The Assistant Principal may hold a hearing in the interim with the student and those involved to elicit facts, if the Assistant Principal so deems it necessary. Should the individual student not agree with the decision of the Assistant Principal, within 5 school days of receipt of the Assistant Principal's decision, all paperwork to date must be submitted to the Principal along with the reason for dissatisfaction of the Assistant Principal's decision.
- The Principal, within 7 school days, shall render a written decision.
- The Principal may hold a hearing, if he deems necessary, to determine all facts. Should the student not be satisfied with the decision of the Principal, the student may appeal it to the Superintendent of Schools within 5 school days of receipt of the Principal's decision--forwarding all paperwork thus far accumulated, in addition to the reasons for the dissatisfaction of the Principal's decision.
- The Superintendent will, under normal operating circumstances, render a written decision within 10 school days of the receipt of the appeal. The Superintendent may hold a hearing in order to better determine the facts of the case. An aggrieved party not satisfied with the decision of the Superintendent of Schools may appeal the decision

within 10 school days to the Board of Education. Such requests for an appeal shall be filed, in writing, with all necessary papers with the Secretary of the Board of Education.

- The Board of Education shall, within 30 school days, render a decision. The Board may conduct a hearing if it deems a hearing is appropriate.
- Final authority rests with the Board of Education.

APPEAL OF AN ADMINISTRATIVE DECISION

A. Definition

The appeal process may take place after due process and disciplinary action are administered, relative to short-term suspensions from school. Detentions, or lesser consequences, are not considered appealable in that they do not deprive a student of his/her regular educational program.

In that the Assistant Principal is normally the administrator at the first level of administration of discipline, the appeal of the action taken is directed to the Principal, and subsequent administration, as needed.

An appeal may be considered if:

1. The specific nature of the incident and facts support an appeal.
2. Detentions, or lesser consequences, are not considered appealable.

Based on the merits of the written report filed by the complainant the appeal may be heard or denied, with clear and sufficient reasons, in writing, to the complainant if the appeal is denied.

B. Hearing of Appeals - Procedure

1. An appeal must be expressed in writing by the complainant.
2. An appeal must be filed in the Principal's office by the third (3) school day after the day of the incident and due process conference.
3. Short-term suspensions will be withheld while the appeal process is in progress.
4. Clear and concise reasons must be expressed in writing as to the facts

surrounding the immediate suspension/disciplinary action. Opinions, assumptions or unrelated information will not be considered. Only specifics related to the current incident will be entertained.

5. If the written appeal is completed in satisfactory order, every effort will be made by both parties to meet within three school days after receipt of the appeal.
6. If the information provided in the written appeal has merit, the administrator hearing the appeal will establish the date and time in conjunction with both parties. If the appeal is deemed to be without merit, the administrator to have heard the appeal will reply in writing noting the reason for rejecting the appeal.

The administrator hearing the appeal may accept the statements presented from witnesses or other contributors from the due process hearing and/or previous appeal conference. The administrator hearing the appeal may elect to request if additional information can be added to the statement.

An Advocate's Role:

1. An advocate will have no participation in the conference except to advise the complainant. He/she, may speak to the complainant and offer advice, without interruption or annoyance to the process. The administrator hearing the appeal may remove the advocate if this procedure is violated.
2. Cross-examination will not take place between parties as all questions must be directed to The administrator hearing the appeal.

C. Disposition of an Appeal

1. The administrator hearing the appeal will close the hearing when he/she has determined that all information appropriate to the appeal has been gathered. He/she will render a decision, in writing, within three school days.

2. Any action pending from the issue being appealed will be continued on the first school day following the written disposition of the administrator hearing the appeal.
3. If an appeal is found in favor of the complainant, all suspension days will be expunged from the record.

D. Appeals beyond the Principal's Level

The procedure will remain the same as A,B,C, above; however, the Superintendent may elect to render a decision based on the evidence presented from the due process hearing and the appeal at the Principal's level with a review of facts and further investigation if necessary. A formal appeal conference may or may not take place.

1. The Superintendent will, under normal operating circumstances, render a written decision within 10 school days of the receipt of the appeal. The Superintendent may hold a hearing in order to better determine the facts of the case. An aggrieved party not satisfied with the decision of the Superintendent of Schools may appeal the decision within 10 school days to the Board of Education. Such requests for an appeal shall be filed, in writing, with all necessary papers with the Board Secretary.
2. The Board of Education shall, within 30 school days, render a decision. The Board may conduct a hearing if it deems a hearing is appropriate.

AFFIRMATIVE ACTION

The Pittsgrove Township Board of Education affirms its responsibility to ensure all students in public schools of the Pittsgrove Township equal educational access and opportunity and all employees equal employment access and opportunity without regard to race, creed, color, national or ethnical origin, ancestry, age, marital and civil union status, unlawful consideration of sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, religion or philosophical beliefs, developmental or physical disability, socioeconomic status, citizenship status, genetic information, veteran status or any personal attribute or characteristic that is protected by applicable local, state and federal laws To fulfill this responsibility the Board will continually re-examine and monitor policies, school and classroom programs and practices

as well as employment and contract practices and will identify and correct inequities in either area of responsibility. The Board shall maintain both instructional and work environments that are free from harassment of any kind.

Pittsgrove Township School District's Affirmative Action Officer is in accordance with N.J.A.C. 6A: 7-1.6, 1.7 & 1.8 will oversee the compliance with the Board Affirmative Action Policies, and will receive all complaints protecting the rights of the person making the complaint and the alleged harasser. The district's Comprehensive Equity Plan, grievance procedures and annual reports are located in the Central Office at 1076 Almond Road.

The district Affirmative Action Officer is:

Ms. Angela Williams
718 Centerton Road
Pittsgrove, NJ 08318
[856-358-2054 ext. 4111](tel:856-358-2054)
awilliams@pittsgrove.net

Pittsgrove Township Website
www.pittsgrove.net