

Pemberton Township Schools Elementary Handbook 2023-2024

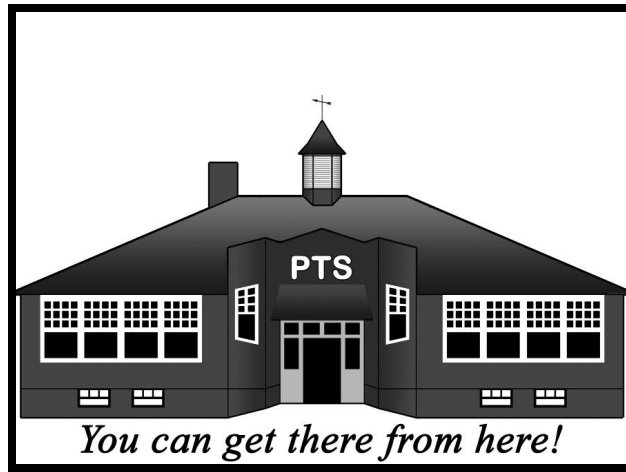
Pemberton Learning Community: Pursuing Excellence, One Child at a Time



Respect, Responsibility, Integrity, Perseverance, and Service

2023-2024 CALENDAR

September 4	Labor Day - School Closed
5 & 6	Staff In-Service - No School for Students
7	First Day of School for Students
7, 8 & 11	Early Dismissal - Special Schedule
October 6	Staff In-Service - No School for Students
9	Columbus Day - School Closed
November 9-10	NJEA Convention - School Closed
11	Veterans Day- School Closed
15-17, 20-21	Parent Conferences - Early Dismissal
22	Early Dismissal - Thanksgiving
23-24	Thanksgiving Vacation - School Closed
December 22	Early Dismissal - Winter Break
25-29	Winter Break - School Closed
January 1	Winter Break - School Closed
15	Martin Luther King, Jr. Day - School Closed
29	Transition Day - No School for Students
February 7	Staff In-Service - Student Early Dismissal
19	Presidents Day - School Closed
March 4	Common Planning Day - Early Dismissal
5-8	Parent Conferences - Early Dismissal
28	Spring Break - Early Dismissal
29	Spring Break - School Closed
April 1-5	Spring Break - School Closed
May 1	Staff In-Service - Student Early Dismissal
27	Memorial Day - School Closed
June 12-14	Early Dismissal (Tentative)
14	Tentative Last Day for Students
14	Tentative Last Day for Staff
21	Juneteenth - School Closed



Pemberton Township Schools

Pemberton Learning Community: Pursuing Excellence One Child at a Time

Administration

Jeffrey Havers, Superintendent of Schools

Pasquale Yacovelli, School Business Administrator

Adelina Giannetti, Assistant Superintendent

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Deb Ceplo, Director of Early Childhood, Preschool - Kindergarten

Jessica Knier, Director of School Counseling and Health/Nursing Services

Christine Hale, Director of Special Services

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Board of Education

Terry Maldonado, President

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INTRODUCTION

This handbook was developed to ensure that all of our Pemberton Township Schools family members are well informed of our procedures, rules and activities.

While our primary focus is to provide a good, solid educational foundation for each of our children, we also support and encourage many activities to help our children become well-rounded, responsible community members.

Please read this book carefully, and discuss the information with your child.

We look forward to sharing in your child's learning this year.

ARRIVAL / DISMISSAL POLICY

Arrival - Students should arrive at their designated start time. Any child arriving 10 minutes after arrival time begins will be considered late, and parents are asked to report to the office and "sign in" the student. Clerical assistance will be available to properly admit the student to class.

Dismissal - Students who need to leave school before the end of the regular school day will be called from either the main or security office. A parent or guardian must report to the main office and sign out the student. Be prepared to show a photo ID. Persons other than parents who sign out students must be listed on the Emergency Contact Form or have a note from the parent or guardian, and must be over 18 years of age.

Please notify your child's teacher in writing of a planned early dismissal. **When possible dismissals should be limited to urgent needs such as dr. appointments and should not occur on a regular basis so that instructional time is preserved.**

ATTENDANCE / ABSENCE POLICY

Attendance Policy

It is clearly recognized that the time spent interacting with a teacher in a classroom setting plays an important part in the total educational experience of a student; therefore attendance standards must be reflected in the grading system. It is in the context of this notion that the following Pemberton Township Public School System Attendance Policy exists.

In order for your child to succeed in school, attendance is not only necessary, but mandated, according to NJ Statute 18A:38-25 for students between the ages of 6-16. As such, the District is required to communicate frequently with parents and guardians related to attendance concerns. Please understand that an absence, whether excused or unexcused, is counted as an absence according to state regulations. The District is responsible for limiting the number of students who are chronically absent. The state of NJ considers all students who are absent for 10% or more of the school year to be Chronically Absent.

In accordance with Board policy 5200, an unexcused absence shall be defined as absence of a student from school, a class or classroom or his/her assigned program for a school day without proper notification by the student's parent/guardian or for reasons other than those listed in this policy under Excused Absences, below.

Excused Absences

The Board considers the following as cause for excused absence:

- A. Disabling illness (requires a doctor's note);
- B. Recovery from accident (requires a doctor's note);
- C. Required court attendance (documentation shall be required);
- D. Family illness (serious illness of a family member residing in the household of the student or the quarantine of the family member, family or student in accordance with the directives of health officials);
- E. Death in the family (death of a family member of the student, including, but not limited to, parent/guardian, sibling, grandparent, aunt, uncle, etc.);
- F. Religious observance—In accordance with statute, no pupil absent for religious observance of a day recognized by the Commissioner of Education or this Board of Education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence;
- G. Take your child to work day- must provide documentation from workplace on company letterhead.

All absences for all other reasons shall be considered unexcused.

Parents and fifth grade students are encouraged to keep track of student attendance at all times, through the Genesis Parent Portal.

Immediately following an absence, all verification should be turned into the main office or to your child's teacher. Mitigating circumstances (absences felt to be beyond a student's control or of an unusual nature) can be appealed to a building principal. Students returning to school with medical equipment such as canes, crutches, wheelchairs etc. Must have a doctor's note stating the equipment is needed at school, timeframe for use, and instructions (if applicable).

Attendance warning letters will be sent to the student, the home, and the counselor after the 4th, 8th, and 14th unexcused absences.

Half-Days, Tardies & Early Dismissals

Late arrivals (Tardy) will be recorded if a student reports up to 2 hours late from the opening of school. If a student reports after 2 hours late in the morning, a half day AM absence will be recorded. Early Dismissals will be recorded if a student leaves school up to 2 hours before the close of school. If a student leaves more than 2 hours before the close of school, a half-day PM absence will be recorded. A student must be in school at least 2 hours to receive half-day credit for attendance on any given day. **Truancy charges will be filled if unexcused early dismissal and/or tardies become a pattern.**

Attendance warning letters will be sent to the student, the home, and the counselor after the 4th, 8th and 14th unexcused absences.

Regular Dismissal of Students Before the End of the Normal School Day

There are varying situations that may justify early dismissal of students from school before the normal time for closing. Such situations are justifiable only if the dismissal does not jeopardize the student's educational program and the reasons for such dismissal can be shown to have positive benefits for the people involved. In all cases in which early dismissal from school is necessary, a note from the parent(s)/guardian(s) shall be forwarded to the school no later than the morning of any anticipated early dismissal. Students should not be signed out during the last 15 minutes of the school day. **When possible dismissals should be limited to urgent needs such as dr. appointments and should not occur on a regular basis so that instructional time is preserved.**

BICYCLE / WALKER PROCEDURES

Students walking to and from school are subject to the same rules and regulations that apply on school property.

Children who are designated as walkers have the option of riding a bicycle to school. The child must wear a helmet, and lock their bicycle during the day. Parents must provide a bicycle lock. The school is not responsible for any lost, damaged or stolen property.

HARASSMENT / INTIMIDATION / BULLYING POLICY

Harassment/Intimidation/Bullying (HIB)

Harassment, intimidation and bullying is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents that is reasonably perceived as being motivated by an actual or perceived characteristic such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity & expression, or a mental, physical, or sensory disability or by any other distinguishing characteristic that takes place on school property, at any school sponsored function, school bus (or bus stop) or off school grounds (18A:37-15.3)

These actions, which have a negative effect on a student(s) or that substantially disrupts/interferes with the orderly operation of the school, are considered HIB infractions and will not be tolerated.

Administrative Responses to HIB:

BOE policy 5512 will be followed, which directs that an investigation will be conducted and depending upon the serious nature of the incident(s) and the results of the investigation, consequences can range from a verbal or written warning to 10 days of out of school suspension and, in extreme cases, expulsion. Parents will be notified, school counselors will be notified to provide services and education on the harmful effects of HIB and, if warranted, a police complaint may also be filed.

3-Tiered Approach for Repeat Offenders with Founded HIBS

Tier 1: Building Level: Counselors/Anti-Bullying Specialists and Administration

Tier 2: Affirmative Action Officer for Students

Tier 3: Superintendent Hearing

Building Level – Perpetrators *First Founded* Report:

School Counselor will:

1. Review the definition of bullying and harassment under the NJ ABR with perpetrator
2. Review Character Education mission/Vision statement and school pledge if applicable
3. Develop role-playing scenarios to help perpetrator.
4. Ask perpetrator how he/she wants to make amends and ask victim how and if they will accept amends.
5. Schedule a follow-up session to make sure no other incidents have occurred.

Building Principal will:

1. Advise parent/Guardian of the incident
2. Document in Genesis
3. Determine appropriate discipline and/or restorative practice.

Building Level – Perpetrators Second Founded Report:

School Counselor will:

1. Review the definition of bullying and harassment under the NJ ABR.
2. Review Character Education mission/vision statement and school pledge if applicable
3. Have the student write an apology letter to the victim and counselor will facilitate meeting of victim/perpetrator.
4. Enroll perpetrator in individual and/or group counseling to address bullying/harassment behavior. Minimum number of sessions required will be four.
5. Make a referral to Hive if applicable.
6. Make referral to I&RS if applicable.
7. View bullying videos from resources: [StopBullying.gov](#), [PACER'S National Bullying Prevention Center](#), and [Kids Health](#) depending on age.

Building Principal will:

1. Meet with student
2. Review definition of bullying per NJ ABR.
3. Review all Hibs associated with student.
4. Assign a restorative project/assignment indicative of reports to encourage self-reflection, responsibility-taking, using an agreement format if appropriate.
5. Follow-up with parent/guardian.
6. Reiterate next step is a re-admit meeting with Superintendent.

Student with 3 Founded HIBS – Perpetrator Third Founded Report:

Building Principal & Counselor/child study team case manager will:

1. Immediately require Superintendent hearing

Superintendent will:

1. Schedule mandatory re-admit meeting with student, parent, building principal, counselor/child study team case manager and Rita Jenkins
2. Mandate outside counseling services through services such as Perform Care.
3. Possible recommendation for *sensitivity* training with SAC (Student Awareness Coordinator) for the district.
4. Firmly state any further HIB investigations would result in application to a 45-day interim out of district alternative placement.

STUDENT CONFLICTS

Incidents that are the result of actions not covered under the HIB policy that result in substantial disruption of the school day and the victimization of other students verbally, electronically, in writing or physically will not be tolerated.

Administrative Responses to Student Conflicts:

An investigation will be conducted and depending upon the serious nature of the incident(s) and the results of the investigation consequences can range from a verbal or written warning to 10 days of out of school suspension and in extreme cases expulsion. Parents will be notified, school counselors will be notified to provide services and education on the harmful effects of victimizing others and, if warranted, a police complaint may also be filed.

GUARDIAN COMPLAINT PROCEDURE

Education is a partnership between school and home. In the event a guardian has a concern about an incident involving their child and the school the following procedure should be followed in order:

1. Speak with the teacher to resolve the issue; *if unresolved:*
2. Speak with the principal; *if unresolved:*
3. If the issue involves a certified teacher, submit detailed information to the Assistant Superintendent in writing or via email. If the issue involves any other staff member, submit written concern to the Human Resources Manager; *if unresolved:*
4. Submit written concern to the Office of the Superintendent; *if unresolved:*
5. Submit written concern to Business Administrator to be forwarded to the School Board

Guardians may call the County Superintendent's Office, the Police Department, or the Office of Institutional Abuse if applicable. Guardians will be sent a letter relating the action taken at each level and what avenues of recourse are available. Be aware, most personnel files are confidential. Guardians may file an Open Public Records Act request with the Business Administrator, and the district's solicitor will determine what information may be provided. Please note that the New Jersey Anti-Bullying law applies only to actions between students, not adults and students.

CHARACTER EDUCATION

Character Education is an instructional approach that is used to enhance learning and make school more meaningful for students. Today, the vast majority of Americans share a respect for fundamental traits of character: respect, caring, trustworthiness, fairness, citizenship, responsibility, compassion, empathy, honesty and loyalty. Yet, in today's world, all children face great uncertainties in a complex and sometimes troubled society. These traits are not always readily apparent and easy to grasp or learn; therefore, our challenge is to provide youth with the self-esteem, stamina and support they need to be successful and develop into strong, competent, caring and responsible citizens.

Students at Pemberton Township Schools are recognized daily for demonstrating qualities that represent our K-5 Core Values of Character (Respect, Responsibility, Integrity, Perseverance, and Service). This recognition of good character is important to promote whenever possible. Good character is doing what is right, even when you think no one is watching. The staff at Pemberton Township Schools encourages you, as parents/guardians to recognize students when you see them at local business or anywhere in the community for supporting the Core Values. A simple statement recognizing what they have done such as, "Thank you for holding the door for me" is beneficial in promoting a positive feeling in a child.

The K-5 Core Values reinforced at Pemberton Township Schools:

Respect
Responsibility
Integrity
Perseverance
Service

Academic Integrity - Academic Integrity is a core value supported through honesty, self-pride, and ownership for one's own academic success. Each student at Pemberton will demonstrate Academic Integrity by ensuring all work is authentic, sources are credited, and individual work is not shared. Students will report any evidence of others not taking responsibility for their own Academic Integrity.

CHILD CUSTODY DOCUMENTATION PROCEDURE

Parent or guardian must present Official Court Orders to the Central Registration Office at the Brotherhood building—1 Egbert Street, Pemberton. Providing an additional copy to the school is recommended.

DRESS CODE POLICY

In keeping with Board of Education policies 5511 and [5615](#), choice of school clothing should be made on the basis of safety, cleanliness, practicality, comfort, simplicity, and modesty. Clothing that distracts other students from learning or that causes disruptions is not acceptable in the school setting. What is appropriate at the beach or playground is not appropriate as classroom attire. With these general guidelines in mind, the following specific regulations apply in ALL Pemberton Township Schools, and will be enforced by the administration.

- Facial coverings will be required on the bus and school property in accordance with CDC/County/State guidelines.
- No one is permitted to wear articles of clothing that are “see-through.”, **nor may any student expose a bare midriff**. Underwear is never proper outer attire at school.
- No chain-type jewelry hanging from clothing or pockets. Pants must be worn at the waistline.
- Clean short pants may be worn, but they must reach to at least mid-thigh.
- All dresses and skirts must reach to mid-thigh.
- No pajama tops or bottoms may be worn (including look-alike products which have pockets).
- Footwear: Safety is always the primary concern. House slippers, cleated or spiked shoes, shower shoes (Adidas, soccer slides) and flip-flops are never permitted. Fashion (i.e.: the height of the heels/soles or roller blades incorporated into the shoes) will not take precedence over safety.
- Sleeveless tank tops must have straps wider than two inches.
- Clothing bearing obscene or objectionable subject matter is not permitted.
- No headgear, hats, scarves, head coverings, sweatbands, bandanas, combs, or picks, etc. Exceptions may be made for **medical** or religious reasons with prior approval by the district administration.
- Sunglasses are not to be worn inside the building.
- No spiked or studded belts, bracelets and jewelry that could cause harm to another.
- Pants and shirts may not contain holes or tears that make the clothing unacceptable for school.
- Clothing or items that advocate drug usage, violence, gang membership or other objectionable themes are not to be worn in the school.
- All outerwear (overcoats, jackets, windbreakers) and hats are to be placed in the designated location upon entering the building, and are only to be removed/replaced when the students enter/exit lunch and in extenuating circumstances, which will be announced by the administration. For the purposes of this regulation, sweaters, sweatshirts and fleeces are not considered outerwear and may be worn.
- “Hoodies” will be allowed unless the hood is placed on the head. Students continually abusing the “hoodie” policy will have the right to wear a “hoodie” revoked.
- Any items worn for the express purpose of displaying gang affiliation or support (such as insignia, bandanas, medallions, wrist/neck bands, beads, markings, etc.) are strictly forbidden.

On the first occasion, parents will be called and asked to bring appropriate clothing for their son or daughter. If the student returns to school on the next day or on any subsequent day not appropriately dressed, after having first been warned, he or she will be excluded from class and the parents will be notified by phone and by mail.

DISCRIMINATION & HARASSMENT COMPLAINT PROCEDURES

The Board of Education strictly prohibits all forms of unlawful discrimination and harassment on the basis of race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality, sex, pregnancy, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, military service, and AIDS and HIV status. It is the policy of the School District that the School District's educational program, employment practices, and other functions shall be free of all forms of discrimination and harassment.

The purpose of this regulation is to provide a procedure whereby complaints of discrimination and harassment are investigated and, if appropriate, addressed.

DEFINITIONS

1. **Affirmative Action Officer.** A certified individual designated by the Board of Education to monitor the School District's compliance with the Policy Against Discrimination and Harassment & Affirmative Action Policy.
2. **Complaint.** An allegation of any form of discrimination or harassment.
3. **Complainant.** The aggrieved person who makes a complaint of alleged discrimination or harassment.
4. **Discrimination.** Unlawful conduct whereby a person is treated differently from others on the basis of race, creed, color, national origin, ancestry, age, marital status, domestic partnership status, affectional or sexual orientation, familial status, disability, nationality, sex, pregnancy, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, military service, and AIDS and HIV status. Discriminatory conduct is strictly prohibited whether it is engaged in by students, employees, parents and/or other third parties.
5. **Harassment.** Harassment is a form of discrimination. Harassment consists of unwelcome conduct including but not limited to: unwelcome verbal comments; jokes; unwelcome written comments (such as emails, flyers, memos, etc.); threatening or disturbing behaviors; stalking; and similar conduct. The examples provided are intended to be illustrative and are not an exhaustive list of all activities that consist of harassment. Harassing conduct is strictly prohibited whether it is engaged in by students, employees, parents and/or other third parties.
6. **Sexual Harassment.** Sexual harassment is a form of discrimination on the basis of sex. Sexual harassment includes but is not limited to: unwelcome sexual advances; requests for sexual favors; inappropriate verbal conduct (such as name calling, using sexually explicit language, telling sexual jokes, repeatedly asking a person out on a date, etc.); inappropriate physical conduct (such as unwelcome touching, physically blocking passageways, invading personal space, staring at a person's body, stalking, etc.); storing or displaying sexually explicit images or videos on School District property (such as photos, calendars, computer screen savers, electronic or printed pornographic materials, etc.); and similar conduct. The examples provided are intended to be illustrative and are not an exhaustive list of all activities that consist of sexual harassment. Sexual harassment is strictly prohibited whether it is engaged in by students, employees, parents and/or other third parties.

COMPLAINT PROCEDURE

- A. Any person may make a complaint alleging discrimination and/or harassment to any administrator at the School District or to the School District's Affirmative Action Officer. If the complaint is made to an administrator, the administrator must report the complaint to the Affirmative Action Officer. The School District encourages complainants to put their complaints in writing.

- B. The recipient of the complaint should request the complainant to put the complaint in writing. However, the complainant is not required to put his/her complaint in writing. If the complainant declines to put his/her complaint in writing, then the recipient of the complaint shall immediately make a written record reflecting what the complainant is alleging.
- C. Upon receiving notice of the complaint, the Affirmative Action Officer shall determine who at the School District shall investigate the complaint. The investigator may be the Affirmative Action Officer or it may be another administrator. The investigator shall be selected based on his/her ability to maintain objectivity and independence throughout the investigation, as well as his/her familiarity with the parties involved.
- D. The investigator shall promptly conduct an investigation into the allegations contained in the complaint. The investigation may include the following: conducting investigative interviews with the complainant and other potential witnesses, collecting/examining relevant documentation, reviewing video and/or audio recordings, and similar conduct.
- E. Investigations shall be initiated within three school days of the receipt of the complaint.
- F. All accused individuals shall have the opportunity to review and respond to allegations as part of the investigation before any decision is made regarding the veracity of an allegation. Accused individuals shall also have the right to identify witnesses and/or other evidence on their own behalf. It shall be in the investigator's sole discretion to determine which, if any, witnesses may have information relevant to the complaint and therefore which, if any, witnesses shall be interviewed as part of the investigation.
- G. All investigations shall be completed within a reasonable timeframe, which shall depend on the nature and scope of the investigation unless the timeframe is dictated by applicable law (i.e., such as HIB investigations).
- H. At the conclusion of the investigation, the investigator shall create a written report detailing his/her findings. The investigator's report shall include a finding indicating whether the allegations contained in the complaint were substantiated or not substantiated. A copy of the investigator's findings, along with all supporting documentation created and/or collected during the investigation, shall be forwarded to the Affirmative Action Officer. The Affirmative Action Officer shall maintain the documentation in an "investigative file" separate from any personnel records and/or student records.
- I. The Affirmative Action Officer shall make recommendations regarding the potential discipline of the accused individual.
- J. The Affirmative Action Officer shall communicate the results of the investigation to the complainant in writing. The complainant shall not be entitled to a copy of the investigative file unless required by law.
- K. The Affirmative Action Officer shall communicate the results of the investigation to the accused individual(s) in writing. The accused individual(s) shall not be entitled to a copy of the investigative file unless required by law. Accused individuals shall have the right to appeal any finding and/or discipline as provided for by law.
- L. If the complainant and/or the accused individual disagrees with the outcome as communicated by the Affirmative Action Officer, then the complainant may appeal to the Superintendent of Schools. The appeal shall include a copy of the complaint, a copy of the communication containing the

results of the investigation, and an explanation of the reasons why the complainant and/or accused individual disagrees with the outcome.

- M. With the filing of an appeal, the complainant may request an informal hearing with the Superintendent of Schools. Such meeting shall be scheduled within a reasonable time frame and at a mutually convenient time. The Superintendent shall remain impartial and objective when reviewing the results of the investigation and reasons why the complainant and/or accused individual appealed the outcome.

OUTCOMES

- A. If it is determined that discrimination and/or harassment has taken place, the School District shall take immediate steps to prevent the discrimination and/or harassment from occurring again and, if appropriate, shall take steps to remedy any discrimination and/or harassment that has taken place.
- B. If it is determined that discrimination and/or harassment has been engaged in by a student, the student may be subject to discipline, up to and including suspension and/or expulsion, as provided for by the Code of Student Conduct.
- C. If it is determined that discrimination and/or harassment has been engaged in by an employee, the employee may be subject to discipline, up to and including suspension without pay and/or termination from employment.
- D. If it is determined that the discrimination and/or harassment has been engaged in by a parent and/or other third party, the School District shall take reasonable steps within its legal authority to prevent the discrimination and/or harassment from occurring again.
- E. If appropriate, the School District shall take interim measures to preclude contact between a complainant and an accused person and such interim measures will not disproportionately impact the complainant. Complainants needing additional counseling or assistance may be referred to the guidance office for referrals.

REPORTING COMPLAINTS & AFFIRMATIVE ACTION OFFICER

- A. Any person may make a complaint alleging discrimination and/or harassment to any administrator at the School District or to the School District's Affirmative Action Officer. If the complaint is made to an administrator, the administrator must report the complaint to the Affirmative Action Officer.

The School District's Affirmative Action Officers/ADA/504 Coordinators are:

Jessica Knier
Affirmative Action Officer/Title IX/ADA coordinator for students
(609) 893-8141 x.2074
jknier@pemb.org

Jannett Pacheco
Affirmative Action Officer/Title IX coordinator and ADA/504 coordinator for all staff
(609) 893-8141 x.1021
jpacheco@pemb.org

- B. All employees are required to promptly report any incidents of discrimination and/or harassment that they witness and/or that become known to them in any way. Employees must report the discrimination and/or harassment to their immediate supervisors and/or to the School District's Affirmative Action Officer.
- C. No person shall be subject to retaliation for having made a complaint and/or for participating in any investigation. Allegations of retaliation are taken seriously and will be investigated.

EMERGENCY INFORMATION CARD

It is extremely important that parents provide the school with up-to-date home, work place, and cellphone numbers for school office and health files. There are many possible emergency situations which require immediate parental communication or approval. Please contact the school if contact information changes during the school year.

FAMILY LIFE EDUCATION

As mandated by the state, curricular activities are designated at all grade levels to provide all pupils with family life instruction that complies with the New Jersey Administrative Code. The instructional materials used are available for review by parents, upon request. Also, an outline of the curriculum and instructional materials for each grade level shall be available upon request.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights & Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Student Records

Student records are governed by extensive regulatory provisions. The district will conform in all respects to the requirements of state and federal law regarding the preparation, maintenance, security, disclosure, and destruction of student records. A Public Guide to The Open Public Records Act (OPRA) N.J.S.A. 47A:1A-1 can be found at www.nj.gov/grc.

FIELD TRIPS

Educational class trips are planned for each classroom in all schools annually. Field trips will be based on the district's availability of funds. The trip location is part of the grade level curriculum. Parents must complete a permission slip in order for their child to attend. Chaperones must travel with students on district buses and stay with assigned students at all times. In accordance with BOE policy 2340, children who are not following the school rules may be excluded from a field trip. Parents whose children require medication on field trips must contact the school nurse prior to the trip. Students with asthma, serious allergic reactions or diabetes are required by state law to have action plans completed every school year. For safety, the school must have a current plan on file in order for a student to participate in field trips.

Parents who desire to take their children home before a field trip ends must submit his/her request in writing to the teacher in advance of the trip. The Superintendent of Schools or designee will determine if the request will be honored or denied. The Board assumes no liability for students who are "dismissed early" from the field trip and transported by his/her parents/guardians in private cars. Parents must show identification to the teacher in charge and sign a school/district approved form before student will be dismissed.

FIRE and EMERGENCY DRILLS

Drills are held to prepare all students and staff to respond to emergencies. Absolute silence is to be maintained at all times while conducting the drills. Teachers and staff will guide their students and any visitors according to the drill plan. Families will be notified when a security drill is conducted.

FRAGRANCE PROTOCOL

There are students and staff with sensitivities or allergies to strong fragrances. Those sensitivities and allergies may be chemically based, such as perfume, fabric softeners, and cologne. Some sensitivities and allergic reactions are triggered by cut flowers or plants. We ask that everyone remain respectful of those with sensitivities and allergies. Reasonable accommodations may be necessary. Please remember they did not choose to have this sensitivity or allergic reaction and your cooperation is greatly appreciated.

ACADEMICS

PROMOTION AND RETENTION- Policy 5410

In general, students shall be placed at the grade level to which they are best adjusted academically, socially, and emotionally. The education program shall provide for the continuous progress of students from grade to grade. Generally, students will be expected to spend one year in each grade. A small number of students, however, may benefit from staying another year in the same grade or accelerating through the grades.

Guidelines for Retention

Retention shall be considered when:

1. Retention would have a reasonable chance of benefiting the child.
2. The student is achieving one or more grade levels below expected performance in reading and/or language and/or mathematics.
3. Retention would not cause an undue social and emotional adjustment.

Notification of parents:

- a. If it appears that retention is possible, the parent shall be notified by the Principal and/or the classroom teacher at parent teacher conferences in Feb/March
- b. Relevant records shall be reviewed with the parent during a parent/teacher conference.
- c. The child's subsequent progress shall be reviewed by the teacher at the end of the third marking period and communication to the parent by the teacher will occur.
- d. At the end of the third quarter, if retention of the student still may be likely, a letter will be sent to the parent by the principal.
- e. Prior to the end of the school year, the Principal shall meet with any parents who do not agree with the decision and/or need further explanations of why the child should be retained. The child's total record will be reviewed with them before making a final determination.
- f. Parents shall be notified prior to the end of the school year by the Principal in writing, of the decision to retain.

GRADING AND REPORTING PROCEDURES

Report Cards

1. All grades from gradebook will translate to a letter grade on the report card in grades 2-5
2. The lowest possible grade is 50
3. Percentages are as follows:
 - Class work, quizzes, and participation 60%
 - Tests and Projects 30%
 - Homework 10%
4. Progress reports will be completed by all support service teachers and placed in the students' report card envelopes, if applicable.

Kindergarten and 1st Grade Standards Based Report Cards

Students in Kindergarten and 1st Grade will be assessed based on NJSL standards and using Performance Level Indicators of Standards.

Performance Level Indicators of Standards			
1 - Emerging	2 - Developing	3 - Achieving	4 - Exceeding
Student demonstrates a limited understanding of the concepts, skills and processes taught in this marking period.	Student is developing an understanding of the concepts, skills, and processes taught in this marking period.	Student consistently demonstrates an understanding of the concepts, skills, and processes taught in this marking period.	Student demonstrates an advanced understanding of the concepts, skills, and processes taught in this marking period.

This is an area of concern.			
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Interim Reports

1. Interim reports will be completed for all students in grades 2-5. In Kindergarten and 1st grade, interims will be completed for those who are experiencing academic or behavioral challenges and who earned a 1 indicator (Kindergarten marking periods 2-4 only.)
2. Sub skills are to only receive a “-“ if an “N” is given in the major subject.
3. Teachers of Instrumental Music, GATE, ESL, and will not complete interim reports. They will complete progress reports in accordance with report card time frames.
4. Students will not receive an interim grade for related arts classes (i.e. Art, Music, Library, Technology, Spanish, Literacy Composition, Health, and PE) unless they are experiencing academic or behavioral challenges, because of the frequency in which they have the classes.

Homework is corrected for accuracy, providing feedback to the student and informing instructional decisions for the teacher. Homework is tracked for effort and averaged into the final grade no more than 10%. No student can fail a course based on homework. Homework should be differentiated based on each student’s ability. (See page 22 for more information on homework.)

The following symbols are used to represent grades:

A = 90-100 (excellent)	+ Exceeding Expectations
B = 80-89 (above average)	= Meeting Expectations; - Approaching Expectations
C = 70-79 (average)	O Outstanding
D = 60-69 (Passing, below average)	VG Very Good
F = Below 60 (failing)	S Satisfactory
	N Needs Improvement

GUIDANCE SERVICES

The purpose of counseling services is to help students reach their full potential. Through this service, we hope to resolve various situations before they become problems. We urge students to consult with their school counselor if they have trouble studying, personal concerns or classroom difficulties.

Counseling services are provided to students at each grade level. Parents can make an appointment with a counselor by calling their child's school.

SCHOOL HEALTH SERVICES & REGULATIONS

School Health Services are provided by the school nurses for the purposes of:

1. Care of emergency sickness or injury in school.
2. Communicable disease prevention and control.
3. Determination of health needs.
4. Follow-up and interpretation of health needs to pupils and parents.

Parent cooperation is requested in the following situations:

1. If your child is absent due to illness or injury, please call the school to inform us of the problem.

2. A doctor's note is needed when your child returns to school from an absence due to illness or injury. A note should also be obtained from the doctor if your child is unable to participate in physical education, recess, or afterschool physical activity because of the illness or injury. **Another doctor's note is required to clear your child** to safely return to physical education, recess, or afterschool physical activity.
3. Returning students who require medical equipment, such as crutches, wheelchair, cane, etc. must have a doctor's order for the equipment. Students should have documentation of crutch training and be able to demonstrate that they can safely use their crutches. **They will not be able to participate in any physical activity unless cleared by the doctor.**
4. Changes in your child's medical condition, any medication changes, or any recent medical procedure should be brought to the attention of your child's school nurse. Your child's school nurse will coordinate care with your child's teacher as needed. **The school nurse should also be informed of medications your child takes at home.**
5. Your child should be kept home and the nurse should be contacted if he/she has contracted any communicable diseases: i.e., covid, flu, strep throat, ringworm, chicken pox, pink eye, etc. A doctor's note to return to school will be required. Ringworm must be covered while at school.
6. If your child becomes ill or injured in school, you will be called to make arrangements for him/her to be picked up within an hour.

HEALTH REGULATIONS IN GENERAL

1. Keep up-to-date home, work, and emergency cell phone numbers filed in the Nurse's and main office. You, as the parent(s)/guardian(s) have the responsibility to keep these numbers current. The school has no place to care for your child for an extended length of time. We must have the name and telephone number of a friend, relative, neighbor, or baby sitter who would be able to care for your child until you return home. Please remember, you are responsible for your child's welfare 24 hours a day.
2. A child who has diarrhea or vomiting cannot be sent to school. A child who has been sent home due to **diarrhea or vomiting should remain at home the rest of that day and the following day or longer until symptom free.** Example - If a child is sent home sick on Wednesday, student cannot return to school on Thursday, may return on Friday—only if they are no longer experiencing diarrhea/fever/vomiting and are symptom free.
3. A child who has a fever cannot be sent to school. Please do not give your child fever-reducing medicine (Tylenol, Ibuprofen, etc.) and send them to school. A child sent home from school with a **fever (100 degrees Fahrenheit or above) should not return to school until the temperature has been normal (less than 100 degrees Fahrenheit) for 24 hours without medication.** See above example.
4. Any child with a rash should not be sent to school until it has been determined not to be contagious by a health care provider in writing. A note is required for return to school.
5. Students who have a doctor's note stating they cannot participate in physical education, also cannot participate in recess or after school sports or physical activities for the time frame specified on the doctor's note.

ENROLLMENT PROCEDURES & IMMUNIZATIONS

Please inform the school nurse of any specific health problems your child may have; even the slightest condition may have an effect on your child's learning process. New students to our district must have a physical within 30 days of enrollment, regardless of their age. After 90 days and several documented attempts to promote compliance, principals or the designee may send the parent/guardian a certified letter stating that the student will be excluded from school until the medical examination has been completed. It is important for parents/guardians to obtain subsequent medical examinations for their child at least once during each developmental stage, at early childhood (preschool through grade three), pre-adolescence (grade four through six) and adolescence (grades seven through twelve) per NJ

Administrative Code – Chapter 16, subchapter 2, 6A:16-2.2. All new students must also, by law, present an up-to-date record of immunizations (required by the State of New Jersey) before being admitted to school.

STATE OF NJ IMMUNIZATION REQUIREMENTS

Students entering Preschool must have 4 doses of DTaP, at least 1 dose of Hib given on or after the first birthday, 1 dose of MMR, given on or after the first birthday, at least 1 dose of Pneumococcal vaccine given on or after the first birthday, 3 doses of Polio, and 1 dose of Varicella given on or after the first birthday. Additionally, all students under age 60 months (5 years) are required to receive an annual influenza (flu) vaccine between September 1st and December 31st each year. Students entering after December 31st, but before the end of the flu season (April 1st), are required to receive the influenza vaccine before enrolling. After a child's 4th birthday and before entering Kindergarten, the following booster vaccines are required: DTaP, Polio, and MMR. Three doses of the Hepatitis B vaccine are also required for Kindergarten entry. Please submit proof of immunizations as soon as possible. **Students who do not meet these requirements will be excluded from school.**

Students entering Kindergarten must have the required DTaP, Polio, and MMR vaccines received on or after the 4th birthday. Many students in 5th grade will turn 11. This is when he/she will receive the Tdap and Meningococcal vaccines that are required for all entering 6th graders who are 11 years of age or older; 6th graders < 11 years must receive Tdap and meningococcal vaccines once age 11 is reached. Students that turn 11 after the start of the school year have 2 weeks after their 11th birthday to obtain these immunizations and submit proof to the school. **Students who do not meet these requirements will be excluded from school.**

MEDICATION POLICIES

New Jersey State Law regulates that the administration of medication to students in school be discouraged except when the student's health may be jeopardized without it. The following rules must be followed.

1. Medication will be dispensed to your child by the school nurse.
2. At no time may a student carry/self-administer any medication unless there is a life-threatening circumstance and permission is granted in writing by your child's physician and you.
3. Students must have a written statement from a doctor stating that the medication needs to be given at school. Written permission from the parent needs to accompany the physician's statement.
4. **Medication orders must be renewed at the beginning of every school year. Participation in after school activities or attending field trips will be denied if the student needs medication and orders are not on file with the school nurse.**
5. The medication must be in the original container and clearly labeled by the pharmacist with the student's name, the name of the medication, the expiration date (check to make sure it has not expired), the dosage, and the time to be given.
6. The medication must be given to the school nurse by a parent/guardian and will be stored in the nurse's office. This does not apply to prescribed asthma, epi-pen and diabetic medication if students have orders on file with the nurse to self-administer.
7. Students with asthma, serious allergic reactions, epilepsy/seizure disorders or diabetes are required by state law to have action plans/orders completed by their doctor **every school year**. This is for the health and safety of your child and will help us train the appropriate school personnel.
 - a. The state of NJ requires that a trained delegate be available for any student who may need epinephrine or glucagon when the school nurse is not available.

- b. Paul's Law requires that all school personnel are trained in seizure recognition and first aid and that school districts have an individualized seizure action plan for each student who has epilepsy/seizure disorder.
8. Students who have doctor's orders to carry/self-administer their inhalers/epi-pens should have one in the nurse's office and carry one at all times.
9. If a student attends any of the summer programs and needs to take medication, parents are required to bring in the medication per school policy to the nurse covering the program on or before the first day the student attends the program.

NURSE'S OFFICE FORMS

All forms are available in the nurse's office upon request and can be downloaded from the school website. If your child is in 5th grade and would like to play sports in 6th grade, please visit the Middle School website for directions on how to be eligible for participation. Physicals are current for 365 days and must be completed on the appropriate state required forms.

Once your child's paperwork is completed, he/she needs to personally bring it to the nurse's office. Handing it directly to the nurse cuts down on lost paperwork. This also gives the nurse the opportunity to ask your child any questions if needed. We advise you to make copies for your own records of any paperwork you send to the school. We are unable to fax or make any copies for you.

PEDICULOSIS

Pediculosis (head lice) is a condition which can affect children of all ages. Head lice occur without regard to income or socio-economic position. In school, transmission is considered to be rare and no disease is associated with head lice. Our district has a no live lice policy and students with live lice will be sent home for treatment. Students must be brought to the school by a parent/guardian to be examined by the school nurse before readmission to school, to ensure that pediculosis treatment has taken place and that no live head lice are present. If at the return examination your child still has live head lice, you will be required to take your child home for further treatment. Students with nits only are not excluded from schools. At the discretion of the school nurse, it may be appropriate to screen other children who have had close head to head contact with the student who has active head lice, but classroom-wide or school wide screening is not merited. Maintaining the student's privacy, family confidentiality, and preventing stigmatization are vital. **When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Pediculosis Information, and BOE Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.**

- a. The information provided to parents will clearly notify parents that treatment should only be performed on their child if active head lice or nits are found on their child's scalp or in their hair and treatment should not be applied as a preventative measure. This notification will inform parents they are expected to notify the school nurse if they find active head lice or nits on their child's scalp or in their hair. The school nurse will perform a head check of any student if requested by the parent.
- b. The school nurse will perform head checks of all students in a classroom where there are **three** or more active head lice cases or nits in the same classroom within a two week period.

The school nurse retains the authority to, in consultation with school administrator(s), exclude a student with a current case of head lice for which there is inadequate management by the parent/guardian. This student may be referred to his/her healthcare provider and/or the Burlington County Health Department for additional intervention. This policy is endorsed by national organizations such as the American

Academy of Pediatrics, American Public Health Association and the National Association of School Nurses. Similar policies have been adopted successfully by school systems throughout the country.

HEALTH SCREENING PROCEDURES

Growth and development are related to inherited characteristics and environmental influence throughout the life cycle. We screen your child per the State of New Jersey guidelines. You may submit a physical form from your child's physician in place of a health screening at the school. If there is a concern, you will be notified and advised to consult with your physician for further evaluation and treatment of any problem. If you do not want your child to be screened, please notify the school nurse in writing at the beginning of the school year.

LOCAL HEALTH RESOURCES

A family health care center, Southern Jersey Family Medical Center, is open and taking appointments at New Lisbon Center - Aspen Hills Healthcare Center (formerly Buttonwood Hospital) in Pemberton Township. The center located at 600 Pemberton-Browns Mills Road provides services based on a sliding fee scale and also accepts clients with Medicare, Medicaid or other types of public or private insurance. Residents with no health insurance are encouraged to seek health care at this facility. The center's hours of operation are subject to change at any time. Please confirm hours with the access center location prior to a visit or when making an appointment. The phone number is 609-894-1100. This facility also has a dental center and bilingual staff.

Rowan College at Burlington County-Mount Laurel Campus has a Dental Health Center. They offer a wide variety of dental health preventive services, such as cleanings, examinations, fluoride treatments, sealants and x-rays. There is a nominal charge of \$5.00 per visit. For hours and to schedule an appointment, please call 856-291-4215. The Dental Health Center is located in the Health Sciences Building at 1000 Briggs Rd., Mt. Laurel, NJ 08054.

Should you need help with immunizations you can call the Burlington County Health Department Clinic at 609-265-5511. The BCHD is located at 15 Pioneer Blvd., Westampton, NJ 08060.

For a complete list of local health resources contact your school nurse or check the nurse's web page.

HEALTH INSURANCE

Many of you have your children covered under your employer plan. However, some children do not have any coverage and this is where our school system can help. Governor Corzine signed into law P.L.2008 Chapter 38 mandating that all children under the age of 18 have health insurance.

This is a tremendous opportunity because we will help you obtain health coverage for your children and possibly your entire family by sending your contact information to NJ Family Care. Written consent is required pursuant to 20 U.S.C. 123g (b) (1) and 34 C.F.R. 99.30 (b) so, the parent must sign in the health insurance section on the Emergency Information Verification Form and we will send your contact information to NJ Family Care. Instructions to complete the Emergency Information Verification Form (emergency card) will be given to you at the beginning of the school year.

If you have any questions regarding NJ Family Care, contact them directly at (800) 701-0710 or visit www.njfamilycare.org to apply online. If you have applied recently and are receiving coverage please let your school nurse know. This will allow our district to keep your child's information up-to-date.

HOMEWORK

Homework assignments should challenge students through exercises in drill, study, recreational reading, written exercises, math problems, compositions, outlines and research.

Teachers are asked to keep parents informed about homework assignments and to alert parents when assignments are repeatedly neglected. Homework assignments are designed to be challenging, not discouraging, and varied in order to create and maintain interest.

Students should keep a notebook for homework assignments and know what each day's homework assignment is before leaving school for the day. Please use the agenda book.

It is suggested that parents require students to go to bed at a reasonable time and to limit screen time in order to allow adequate time for homework completion, social interaction, and to reduce the negative impact on sleep patterns. Parents are urged to contact teachers if their child never seems to have any homework, or if their child appears to have extreme difficulty completing the work assigned.

Homework is an important part of each pupil's educational program. It is assigned routinely to reinforce classroom instruction. Each child's efforts in completing homework assignments are directly applied as part of the report card grade. Therefore, parents are advised to check with their child's teacher during the scheduled parent conferences or at any time to discuss concerns.

HONOR ROLL RECOGNITION (Grades 3-5) / NATIONAL ELEMENTARY HONOR SOCIETY (Grade 5)

Recognition is given each marking period to those third, fourth, and fifth grade pupils who demonstrate high academic achievement. The following criteria are used to qualify for the school's Honor Roll:

All A's and B's (Academics)

All S's or better (Special Subjects)

The comment code must be correlated to the student's academic performance. Honor Roll recognition begins at the third grade level.

Fifth grade students who meet the national criteria are eligible to be inducted into the National Elementary Honor Society. Criteria and guidelines can be found at www.nhs.us.

LUNCH / BREAKFAST PROGRAM

Lunches are scheduled for each school day. A combined menu, including prices, will be sent home each month. Peanut butter and jelly sandwiches are also available each day. Extra items can be purchased, but not charged. For your convenience, you may also pay for your child's meal online. Visit the district website at www.pemberton.k12.nj.us and click on "Online Food Services Program" to set up an account, make payments, track usage and more.

Students may either bring lunch from home or purchase lunch at school. Students/parents are not permitted to order food for delivery to Pemberton Township Schools during the school day. Food and beverages delivered from outside vendors will be denied. Students may qualify for free or reduced cost lunch. The completion of the required information on the lunch application form that is distributed in the

beginning of the school year will determine eligibility. This form can also be found online at the same address listed above.

Students also have the opportunity to eat breakfast at school before beginning class. Students who are eligible for free or reduced cost lunch may also receive free or reduced cost breakfast. All meals that are provided are nutritionally balanced. **Please note:** Breakfast is available on delayed opening upon request.

Lunchroom Behavior: The basic rules and procedures to be followed by students during the lunch and subsequent playground period are listed below. You are requested to discuss and review this information with your child.

1. All food, including seconds, must be taken during the initial "pass-through" of the cafeteria lines.
2. Students are to remain in their seats in the cafeteria for their entire lunch period.
3. Loud talking, screaming and shouting is prohibited.
4. Students must clean their area.
5. Students must walk when going to the playground after lunch.

PARENT / SCHOOL PARTNERSHIP

All parents are encouraged to become actively involved in the educational lives of their children. Teachers are accessible via email and phone. Parent volunteers are needed in order to assist teachers in a variety of ways.

Classroom assistance in center instruction activities, chaperones for class trips, Career Day sharing, PTO membership, help with classroom parties and special events are just some of the many ways parents can get involved. We welcome you and encourage you to be an active participant in your child's education. With home and school working cooperatively, the educational success of your child can be realized.

PARENT / TEACHER CONFERENCES

Parent/teacher conferences are scheduled for students in grades PK-12. At the conference, your child's strengths and needs are discussed, and you will have an opportunity to become better acquainted with the teacher's procedures and the school policies and programs. Parents are urged to attend these conferences in each school year.

The school district currently uses Genesis to schedule conferences. Please check each school's website for login information. This service allows parents to choose their own conference times to better match their schedules and coordinate conferences for multiple children.

Parents are encouraged to schedule further conferences with classroom teachers if the need should arise. Parent/teacher communication is a key factor in ensuring the educational success of each child.

CELEBRATIONS

Celebrations are permitted in the classroom for Seasonal Holidays. Alternative activities are planned for children who do not participate in these holidays. Birthday treats (store bought and with the ingredients listed so we can check for allergies) at school will be celebrated in the lunchroom at lunchtime and only for your child's class. Please check with your school nurse and teacher 48 hours in advance regarding food items permitted.

Birthday party invitations will only be distributed by the teacher if all students in that class are invited.

PTO-HOME / SCHOOL PROGRAM

Parent-teacher organizations are organized in each school. They elect officers and meet regularly for the purpose of strengthening the relationship between parents and teachers.

PTOs have made countless contributions in support of educational and extracurricular activities for our students. Parents are encouraged to become actively involved in this outstanding organization. When parents and school form a partnership, each individual child benefits.

PUBLIC NOTICE

Every program is offered to all students without regard to race, color, national origin, gender or disability.

SAFETY PATROL

The safety patrol's job is to remind students of safety rules learned in the classroom and to guide them in safe crossing and bus passenger procedures. Please check with your school principal for criteria for member selection. School work and behavior are considered.

All patrol members shall uphold the by-laws and regulations set forth by the Division of State Police.

Requirements for Safety Patrol (4th or 5th Grade Students)

1. Academic success.
2. Good Behavior - (Students suspended from school will lose their eligibility.)

SPECIAL EDUCATION SERVICES

The Individuals with Disabilities Education Act is the primary federal program that authorizes state and local aid for special education and related services for children with disabilities.

New Jersey Administrative Code for special education (N.J.A.C. 6A:14) and the federal Individuals with Disabilities Education Act of 2004 (IDEA 2004) are laws that ensure children with disabilities a free, appropriate public education in the least restrictive environment. An important part of these laws provides parents with the right to participate in their children's education.

The special education process is initiated with a written referral. A referral is a written request for an evaluation that is given to the school district when a child is suspected of having a disability and might need special education and/or related services. Parents, school personnel, or any agencies concerned with the welfare of students, including the New Jersey Department of Education, can make referrals. If you believe that your child may have a disability, you may refer your child for an evaluation by submitting a written request to your school district.

Decisions regarding your child's special education needs are made at meetings. As the parent of a child who has or may have a disability, you have the right to participate in meetings and make determinations regarding the following:

- Identification (decision to evaluate);
- Evaluation (nature and scope of assessment procedures);
- Classification (determination of whether your child is eligible for special education and related services);
- Development and review of your child's individualized education program (IEP);
- Educational placement of your child; and
- Reevaluation of your child.

More information regarding the special education referral process and meetings scheduled with the IEP team can be found in the Parental Rights in Special Education handbook (PRISE), located on the NJ Department of Education website.

A case manager from the Child Study Team or Speech Department is assigned to each student with an IEP. They work with the students, parents, and district staff to develop appropriate programs and services for students with special needs. Pemberton Township Schools offer a continuum of special education services to address the needs of each student requiring special education. To the maximum extent appropriate, children with disabilities are educated with children who are not disabled in the Least Restrictive Environment (LRE). Specialized classes, separate schooling, or other removal of children with disabilities from the general educational environment occurs only when the nature and severity of the disability is such that education in general education classes with the use of supplementary aids and services cannot be achieved satisfactorily.

Parents or guardians of educationally disabled or potentially disabled students should feel free to contact Special Education Services at (609) 893-8141 ext. 1012.

INTERVENTION AND REFERRAL SERVICES

Each school district's board of education is required (N.J.A.C. 6A:16-8) to establish and implement a coordinated system in each school building, in which general education students are served, for the planning and delivery of intervention and referral services (I & RS) that are designed to:

- Identify learning, behavior, and health difficulties of students.
- Collect thorough information on the identified learning, behavior, and health difficulties.
- Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources.
- Work with teachers to assist in achieving the desired outcomes.

Pemberton Township Schools utilizes the Masonic Model of support to provide student assistance through I&RST. The Masonic Model is a strength-based intervention approach, which focuses on the whole child. The philosophy of the Masonic Model is based on the belief that the social and emotional needs of our students must be met in order to have academic success. This model teaches educators to work as a team to assist students who are "at risk." The objective is to provide early and effective interventions using resources readily available in the school community. This program is rooted in developing the social and emotional competence of the student. Please contact your School Counselor for more information or to refer your child to I&RST.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 is civil rights legislation for persons with disabilities. It prohibits discrimination against individuals who meet the definition of disability in this act. Schools must afford students with disabilities under this act equal opportunities to reach academic achievement as students without disabilities. Students that are determined to be eligible will be provided with free appropriate educational services.

Anyone can make a referral to the 504 committee. The school counselor is the chairperson and referrals may be made directly to the counselor. A person is considered for a 504 plan if they have a physical or mental impairment that substantially limits one or more of their major life activities; or if they have a record of an impairment; or if they are regarded as having an impairment. A 504 plan will be created if the student is found eligible. The 504 plan will outline specific accommodations for the student, so that equal access is granted. Please contact your Principal or School Counselor for more information.

STORAGE OF HAZARDOUS SUBSTANCES

Pursuant to the New Jersey Worker and Community Right to Know Act, N.J.S.A. 34:5A-3 et seq., notice is hereby given and all parents/guardians are hereby advised that any construction or other non-routine activities involving the use of hazardous substances will be posted on the bulletin board in the school. In addition, Hazardous Substance Fact Sheets and the "Right to Know" book developed by the New Jersey Department of Health will be made available at the school for such substances.

STUDENT CODE OF CONDUCT

The district's Student Code of Conduct provides minimum standards for acceptable pupil behavior. All district elementary schools use the guidelines contained in the Code of Conduct to ensure a uniformity and consistency of treatment from school to school.

Standards for pupil conduct include respect to teachers, other students and school personnel; maintaining a clean, inoffensive appearance, respecting school property, authority, the personal safety of others; and attending school on a regular basis.

The intent of the Code of Conduct is to identify commonly recognized student behaviors that are unacceptable in the education setting and to be a general guide for students, teachers and administrators. As a listing, this manual is not intended to be all-inclusive. The Code of Student Conduct Policy is available on the district website and can be accessed under the "Board & Community" tab. Certain situations may warrant measures different than those prescribed herein. In such instances, administrative discretion will prevail.

Pemberton Township School district is committed to providing all scholars with educational opportunities designed to prepare them to be productive members of a democratic society by developing each individual's ability to use higher thinking skills, logically solve problems and make rational, responsible decisions. It is the specific responsibility of the school instructional staff and administration to provide an environment in which that education can take place. To that end, these guidelines seek to list those behaviors, and the consequences of those behaviors, that may impede or disrupt the educational program of the school and the safety and well-being of our students. It is our hope that these guidelines will assist parents, students, and teachers in the identification of unacceptable behaviors and provide a clear and consistent explanation of consequences such behavior will merit. It should be noted that these procedures also apply to those school sponsored events that may take place beyond the regular school day and away from the school building. We want to be proud of our students, but more importantly, we want them to

have pride in themselves. To that end, we are committed to providing the best possible learning environment.

Major violations of conduct include the following: continued, willful, and open defiance to school authority; assault on school personnel or other students; defacing or damaging school property; threats, extortion, or use of profanity; theft, truancy, smoking on school property; possession, use, sale or distribution of drugs or alcohol; possession or concealment of weapons.

Minor violations constitute negative behaviors at the lower level of seriousness or at a first stage of incidence. Some examples include name-calling, distractive or disruptive behavior, violating classroom rules.

Pupil suspension will be utilized as follows: for major violations; as a last alternative when other less severe measures have been tried; or when necessary to ensure the immediate maintenance of good order and to protect a student's physical or emotional safety or well-being. When a pupil's suspension from school becomes necessary, the parents will be notified by telephone, if possible, and by letter within 24 hours of the suspension notice to the pupil.

A parent conference shall be offered and so stated on the suspension letter. The school district strongly encourages parents to take advantage of this conference opportunity, which is so important in preventing future negative conduct by the students.

RESTORATIVE PRACTICES

One of the greatest concerns of parents and educators is how to assist our children, through teaching and guidance, to become responsible and caring adults. Providing adequate and appropriate discipline is an important part of this process. Restorative discipline adds to the current discipline models, which attempt to prevent or stop misbehavior, and teaches more life-giving responses. The goals of restorative discipline apply not only to those involved in or affected by misbehavior, but to the larger educational community as well.

Pemberton Township Schools are committed to restorative practices that allow us to assess each student on a case-by-case basis to address behaviors and infractions that allow students to repair, reflect, and reconnect. The goal of restorative practices is to encourage children and adults to build and maintain positive relationships within the school, creating a positive school climate and productive learning environment. Restorative practices are the first step in addressing student behaviors or incidents, as opposed to more formal discipline such as out-of-school suspension.

The Restorative model can be applied to all levels and aims to assist all involved to reflect, repair and reconnect. In short it is about restoring relationships between people through a controlled environment. This allows for individuals to listen, to hear how it has been for others, and to gain sufficient understanding and empathy to support the healing process.

Building community with Talking Circles- A technique for proactively building the skills and relationships students will need when challenges arise. Talking circles are a valuable practice that serve numerous purposes in our school communities. Participants gain valuable life skills that will not only positively contribute to improved interpersonal relationships and academic success, but will also prepare them for their future endeavors and relationships.

Why Talking Circles:

- Creates a place of belonging
- Everyone has equal voice

- Relevant and engaging
- Peer Support
- Promotes social skill building and problem solving
- Shared effort and common purpose
- Behavior ownership
- Taking responsibility for actions

Administrative Procedures

The following administrative behaviors will be included as standard guidelines in addressing major violations:

1. Student/administrator conference
2. Parent notification (phone and/or written notice)
3. Parent/administrator conference

Other, additional steps may be used by the administrator in dealing with major violations. These options will vary as to where and how often they are used, according to the problem situation. The administrator will use his/her judgment on an individual case basis. These options are:

1. A student/administrator/teachers conference
2. A student/guidance counselor conference
3. A student/guidance/parent conference

Standards for Student Conduct

Our elementary school has minimum standards for acceptable pupil behavior. Our school attempts to promote those positive behaviors and relationships among students. The cooperative efforts of school personnel and parents are critical in articulating, developing, and enforcing these expectations, toward a total positive school environment. The guidance counselor and Intervention and Referral Services Team play a major role in discipline matters and are used to bring about positive behavior changes. Minimally, therefore, all students will be expected to:

1. Accord the proper respect to teachers, other students, and school personnel
2. Adhere to classroom, school, and bus rules and regulations
3. Maintain a clean, neat, inoffensive personal appearance
4. Respect school property and the property of others
5. Respect the physical safety of others
6. Respect the authority of any teacher or person who is in a position of authority
7. Refrain from inciting other pupils toward misbehavior
8. Be in daily attendance and punctual to class
9. Be prepared for class assignments and activities as required

Minor Violations

A sequential procedure for dealing with minor violations will include:

First: A direct pupil warning

Second: A private teacher/pupil conference/possible Intervention and Referral Services Team intervention

If the problem persists or reoccurs:

First: Teacher/parent contact by phone or letter
and/or

Second: Teacher/parent meeting (with or without the pupil)

Lack of improvement after these efforts would then require the assistance of other resources.

- Exclusion from special events or special privileges
- Referral to the guidance counselor*
- Referral to the principal

* *The guidance counselor will work to help the child change his/her behavior(s) and work toward eliminating the root causes for misbehaviors.*

Major Violations

- Violation shall be considered of major seriousness based on the level of effect that the behavior has on the pupil himself/herself, other pupils, school personnel, or property.
- Examples:
 - Continued and willful disobedience.
 - Open defiance to school authority
 - Assault on school personnel
 - Assault on other students
 - Continued use of profanity/gestures
 - Defacing or damaging school property
 - Possession, use, sale, or distribution of drugs or alcohol on school property
 - Leaving school premises without permission
 - Chronic misbehavior or classroom disruption
 - Use of threats or extortion
 - Theft on school property
 - Truancy and/or chronic tardiness
 - Transportation misbehavior
 - Possession and/or concealment of weapons
 - Possession and/or use of tobacco products on school property
 - Use of an electronic device to record, take photos or videos

Police Notification

The Board of Education is committed to providing a safe school environment. Schools are required by law to report certain infractions and may notify the police based on the nature, seriousness, and risk posed to others by the offense, as determined by the principal or his or her designee.

- Possession of weapons
- Drug/alcohol possession/use/distribution
- Assault - staff/students
- Violent fights/gang fights
- Threats toward staff and students
- Vandalism
- Theft
- Bomb threats
- False fire alarms
- Trespassing

Violent Behavior and Vandalism

Response as applied to the above procedure for major violations may routinely include the following alternatives.

- Exclusion from special school events (i.e., assemblies, intramurals, trips, etc.)
- Office-assigned detention
- Lunch room detention
- Teacher detention
- Suspension from school

Assault

One person attacking another with or without a weapon.

Administrative Response

First offense: One to four day suspension and possible police complaint
Subsequent offenses: Three to ten day suspension in each occurrence (police complaint)

Assault or Injuries to Employees

Attempt to make or actual causing of physical injury; or a threat to cause bodily injury; or an attempt to obtain money, goods, or information through intent of force of intimidation; upon any school personnel by any student.

Administrative Response

First offense: One to ten day suspension (possible police notification)
Subsequent offenses: Three to ten day suspension/possible recommendation for expulsion (police notification)

Fighting

Physical altercation between two or more students.

Administrative Response

First offense: Intervention and/or one to five day suspension
Subsequent offenses: One to nine day suspension (possible police complaint)

Extortion

To obtain or attempt to obtain money, goods, or information from another person by or through force, threats or intimidation.

Administrative Response

First offense: One to four day suspension (possible police complaint)
Subsequent offenses: Three to ten day possible recommendation for expulsion (police complaint)

Verbal Threats

Threatening a student or staff member.

Administrative Response

First offense: Up to a five day suspension
Second offense: Up to a ten day suspension
Subsequent offenses: Up to a ten day suspension (possible police complaint)

Smoking

Smoking is prohibited by law at all times on school property. add vapes and possession of tobacco products.

Administrative Response

First offense: One day in-school study session (parent notification/counselor referral)
Second offense: One day suspension (parent conference)
Third offense: Two day suspension (parent notification/police complaint)

Alcohol, Drugs, Narcotics

Procedures for the school nurse to dispense all prescribed medication during school hours, exist in each elementary school. It is the responsibility of the student or parent to make this need known to the nurse or principal.

School authorities will assist parents in acquiring rehabilitation experiences for the student when this assistance is deemed timely and appropriate. Continued violations and lack of parental cooperation will necessitate referral to the Superintendent for possible pupil exclusion from the Pemberton Township School system.

Administrative Response

Possession or Use

- First offense: Three to five day suspension (administrator/parent conference/police notification). The student will be referred to the substance abuse coordinator for mandatory counseling and services.
- Second offense: Five day suspension (police notification)
- Third offense: Five to ten day suspension (administrator/parent conference/police notification)

Distribution and/or Sale

- First offense: Five to ten day suspension (administrator/parent conference/police notification)
- Second offense: Five to ten day suspension (police notification/possible recommendation for expulsion)

Weapons

A student shall not supply, possess, handle, use or transmit a dangerous instrument or weapon on school property, to or from school, or at any school function or activity. Ammunition by itself is not considered a weapon, but ammunition is NOT permitted on school grounds.

Administrative Response

- First offense: One to five day suspension (administrator/parent conference; possible police complaint)
- Subsequent offenses: Ten day suspension (administrator/parent conference; superintendent's hearing; possible police complaint; possible recommendation for expulsion)

Insubordination/Defiance/Disruptive Behavior

Behavior which challenges the authority of the teacher or other authorized school personnel and/or causes distraction, conflict, or disturbance thus interfering with the learning process or learning environment.

Inappropriate Language

The use of abusive, offensive, vulgar, or obscene language or gestures violates school rules and the rights of others in the school environment. Students are expected to use good judgment, restraint, and consideration for others in refraining from this type of behavior.

Abusive Behavior/Language Towards Staff and Insubordination/Defiance/Disruptive Behavior

Administrative Response

- First offense: Teacher/student conference; parent notification; I and RS Team referral or teacher/student/administrator conference and/or one to five day suspension
- Second offense: Office detention; administrator/teacher/parent conference; student/guidance conference and/or one to five day suspension

Third offense: Three to five day suspension
Fourth offense: Five to ten day suspension; administrator/parent conference

Vandalism/Theft/Defacement

New Jersey State Law and School Board Policy prohibit the willful damage or destruction by any student of school property, or taking or attempting to take any student's personal or school property by any means.

Administrative Response

Vandalism: Administrator/parent conference; one to five day suspension/student's parents must pay for destruction
Each Offense: Possible police notification

Theft/Defacement

First offense: Student/administrator conference; office detention and restitution; student/guidance conference; possible police notification/student's parents must pay for destruction/one day suspension
Second offense: Parent/administrator/guidance conference; one to three day suspension; restitution; student guidance counseling; possible police notification
Third offense: Two to five day suspension; parent and police notification

SUICIDE AWARENESS & PREVENTION

Suicide or Sudden Death

The Board of Education recognizes that the rate of self-destructive behavior is increasing among children and adolescents in this country. Pupils who experience depression are unable to benefit fully from the educational program of the school. Moreover, a pupil who attempts suicide poses a danger both to self and possibly to others.

Therefore, the Board of Education directs that all school personnel should be alert to the warning signs of childhood and adolescent suicide and the procedures to follow in the event of an actual attempt or completion. Such signs and behavior shall be taken seriously and reported to the school administration and student's guidance counselor who shall determine what further action is required. Other district employees may be used to intervene or assist with such situations. If emergency intervention is required, the pupil shall be taken to the appropriate medical facility.

In incidents of such potential self-destructive behavior, the pupil's parents shall be notified immediately and their cooperation shall be sought for immediate intervention. If the parent is unwilling to cooperate, the school administration and/or Guidance Department shall contact appropriate agencies to request intervention on the pupil's behalf. In cases of child abuse or neglect, school personnel are required to contact the New Jersey Division of Child Protection & Permanency (DCP&P).

TOY / ELECTRONIC GAMES and CELL PHONE POLICY

Any student who brings a cell phone or other electronic device to school does so at his/her own risk. The school is not responsible for any lost, damaged or stolen property.

Use of cell phones on school grounds is strictly prohibited. All cell phones/electronic devices must be turned off and kept out of sight.

- | | |
|-----------------|---|
| First offense: | Verbal warning to put the device away and parent notification |
| Second offense: | Device will be held in a secure place in the main office and returned at the end of the day; parents will be notified |
| Third offense: | Device will be held in a secure place in the main office and must be picked up by a parent or guardian |

Use of an electronic device to record, take photos or videos could be considered a major disruption to the operation of the school. Additional consequences will result that may include suspension from school.

ELECTRONIC SURVEILLANCE

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

TRANSPORTATION

Bus Safety Expectations and Procedures

The goal of Pemberton Township Transportation Department is to provide safe transportation for students to and from school. Parents are expected to review the bus expectations and procedures below with their children, and are reminded that riding the school bus is a privilege. Violations of these expectations will result in disciplinary actions that may include long term bus suspension.

Student Expectations While Waiting for the Bus

- Arrive 10 minutes before scheduled pick-up time
- Wait for the bus to come to a complete stop with flashing lights before approaching the bus
- Maintain appropriate behavior while waiting (remain off the road, remain off other people's property, refrain from horse play, etc.)

Student Expectations While on the Bus

- Demonstrate respect for the driver (and aide)
- Enter and exit the bus in an orderly manner
- Sit in assigned seats if required
- Remain seated at all times and wear a seat belt while the bus is in motion
- Be courteous and maintain appropriate behavior:
 - No hitting
 - No fighting
 - No pushing
 - No cursing
 - No yelling
 - No throwing things (in the bus or out the window)
 - No smoking/vaping
 - No extension of hands/arms outside the bus window
- Demonstrate respect for the bus and all equipment on the bus
- Maintain clear aisles (do not place bookbags, school materials, etc. in the aisle)

- Refrain from eating or drinking (choking hazard)
- Open emergency door only in case of a supervised drill or actual emergency
- Ride only assigned bus

Student Expectations While Exiting the Bus

- Exit the bus in an orderly fashion
- Exit the bus only at assigned bus stop (driver will not discharge riders at any other locations nor pick up other students not designated on route)
- Cross at least 10 feet in front of the bus after looking both ways, if crossing the street is necessary (provides bus driver line of sight)
- Designated riders and authorized adults will be the only individuals permitted on bus

Bus Disciplinary Procedures

- Infractions will be reported via incident report to the Transportation Supervisor
- The Transportation Supervisor will send the incident report to the Principal or designee
- The Principal or designee will review the infraction, meet with the student and assign the consequences as appropriate
- Consequences are provided commensurate with infraction type. Repeated infractions may result in additional consequences. Significant infractions may result in the revocation of bus privileges for an extended period of time.

Bus Video – Monitoring Devices on School Vehicles Surveillance - Policy # 8690

- Students transported in school owned or contracted vehicles are to maintain proper discipline in the vehicle at all times
- To maintain safe and secure conditions, devices are used to monitor and or observe student/staff behavior
- The recording may be used in student discipline matters

School Bus Change Request Guidelines

The Transportation Coordinator, available at 609-893-1963, must approve all changes. Approved changes will be emailed or faxed to the school principal.

- Before granting approval, there must be room on the bus (no more than 51 existing passengers).
- A written requested bus change made by the parent/guardian is a permanent change for the remainder of the school year. The requested bus change must occur daily and cannot deviate due to bus capacity limitations. A statement must be signed by the parent that this is a permanent arrangement for the school year.
- The only exceptions to be considered by the Transportation Coordinator, in consultation with the principal, would be medical conditions and/or active military assignment of the parent/guardian (with a doctor's note or military document).
- If the parent/guardian violates the condition stated above, the Transportation Coordinator, in consultation with the principal, will deny future requests. The student will only be entitled to transportation to and from the student's primary residence.

Parent Responsibility

1. Help the driver stay on schedule by making sure that your child gets to his/her bus stop on time.
2. Do not ask the driver to stop at places other than the regular bus stop. Drivers are not permitted to do this.

3. Teach your children to be courteous and respectful to the bus driver.
4. Take time to review with your child the school bus rules and regulations listed below:
 - a. While walking to and from the bus stop, do not use the property of others as a short cut.
 - b. Do not damage surrounding property while waiting for the bus.
 - c. Do not fight or quarrel on the way to, or at, the bus stop.
 - d. Do not crowd or push when getting on or off the bus.
5. Parents driving students to school should be mindful of the limited space for traffic and parking at our schools. Buses have the right of way; drive/park in designated roadways/lots and follow the traffic flow plan of each particular school to help avoid delays and allow for safe passage of vehicles and pedestrians.

VISITOR POLICY AT ELEMENTARY SCHOOLS

All visitors to the building or grounds are asked to report to the office to sign in, receive permission to be in the building, and obtain a visitor's pass. There are NO exceptions to this rule. We need to know who is in the building at all times to ensure the safety of our students and staff. Vehicle entrances and exits are clearly marked on all school properties. Please follow traffic signs denoting student drop-off/pick-up areas and visitor parking. All visitors must be prepared to present a photo ID. Only those listed on the emergency card will be permitted to remove a child from school. Appointments with staff are encouraged, to ensure the staff member is available to allocate sufficient time to the visitor.

DISTRICT POLICIES

All District Policies can be found on the district's website under Board and Community- Policies and Protocols. You may also enter this web address to go directly to the district's policies:

<https://www.straussesmay.com/seportal/Public/pubELANOnline.aspx?id=dbcfea39423746028f70325837bfa033>

STAY INFORMED...

**With Blackboard Connect, our district's automated phone notification system.
Please make sure your child's school has your most current phone numbers!**

Visit the DISTRICT WEBSITE for the latest school news, photos and updates and links to your individual school website!

www.pemberton.k12.nj.us

EMERGENCY SCHOOL CLOSING/EARLY DISMISSAL

You will be notified through a global call, and school closing information is also broadcast over the Pemberton Township Board of Education Channel 19, the District Website, Facebook & Twitter.

Pemberton Township Schools
Main Phone Number 609-893-8141

Samuel T. Busansky School Ext. 1300
16 Scrapetown Road, Pemberton, NJ 08068

Denbo-Crichton Elementary School Ext. 1200
2 Learning Way, Browns Mills, NJ 08015

Howard Emmons School Ext. 1350
14 Scrapetown Road, Pemberton, NJ 08068

Fort Dix Elementary School Ext. 1450
1199 Juliustown Road, JBMDL, NJ 08641

Helen A. Fort Middle School Ext. 1600
301 Fort Dix Road, Pemberton, NJ 08068

Marcus Newcomb Middle School Ext. 1700
300 Fort Dix Road, Pemberton, NJ 08068

Pemberton Early Childhood Education Center Ext. 1500
100 Arney's Mount Road, Pemberton, NJ 08068

Pemberton Township High School Ext. 1800
148 Arney's Mount Road, Pemberton, NJ 08068

Joseph Stackhouse School Ext. 1750
125 Bldg. 1 Trenton Road, Browns Mills, NJ 08015

8601- STUDENT SUPERVISION AFTER SCHOOL DISMISSAL (M)

Section: Operations

Date Created: February, 2017

Date Edited: February, 2017

M

The Board of Education adopts this Student Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in *Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemay Clarke*.

The New Jersey Supreme Court, in *Jerkins*, indicated dangers exist for younger students at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger students after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of students attending district-operated schools or programs in grades Pre-K to five who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a student attending a district-operated school or program in grades Pre-K to five where the student is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the student to walk home after dismissal unless the student is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available to parent(s) or legal guardian(s) in the beginning of the school year. Form is available on district website, www.pemberton.k12.nj.us in *Parents* section (Student Handbooks).

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of students that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of

the student at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the student when other students are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a written Student Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for students at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program. The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Student Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures.

Students shall be supervised by school staff after school dismissal to the location of the Board-approved after-school program. The staff member(s) of the after-school program will assume supervision of the student and will only release the student when the parent(s) or legal guardian(s) or designated escort arrives in the designated area in the after-school program.

In order to ensure the safety of other students being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other students, and to avoid traffic and vehicular congestion outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination may be made by each Principal or program administrator after considering the unique circumstances of the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent(s) or legal guardian(s) or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the student will remain under the supervision of the after-school program until the parent(s) or legal guardian(s) or designated escort arrives and signs the student out of school. In this circumstance, the parent(s) or legal guardian(s) may be subject to after-school program fees.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to students at the school's facilities after formal school dismissal.

This Policy shall be published in student/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the student/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).

Adopted: 23 February 2017

**Pemberton Township Schools
Escort Dismissal
Request for Supervision at Dismissal Form**

School:		
Child's Name:	Homeroom Teacher:	Grade:
Parent/Legal Guardian		
Home Phone:	Work Phone:	Cell Phone:

I am requesting the school only release my child to his/her parent/legal guardian or the escorts I have designated below. By signing at the bottom of this form, I understand the following:

- All students using **Escort Dismissal** must be picked up in the school car line.
- Students designated as participating in escort dismissal will be supervised with the car line students until the regular car line has been completed.
- This dismissal procedure shall be effective upon school official signature and shall apply to all school days including early dismissal days.
- Once my child leaves the school property with their designated escort, the district is not responsible for my child's actions or the actions of the designated parent/guardian or escort.
- In the event that my child is not picked up on time or by the designated adults, my child will be placed in the after school program and I will be responsible for the costs associated with the program.
- Any designated escort must **be** 18 years of age or older.
- Any parent/guardian or escort should be prepared to show ID to school personnel and must sign the dismissal log.
- My child will not be dismissed to any person not listed on this form.
- This agreement will remain in effect for the entire school year unless revoked in writing.

The following are designated to pick up my child after school from the car line:	
Parent/Legal Guardians	Designated Escorts:
1.	1.
2.	2.
	3.
	4.
Parent/Guardian Signature:	Date:
School Office Approval:	Date: