

# Pemberton Township Schools Elementary Handbook 2016-2017

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



Respect, Responsibility, Integrity, Perseverance, and Service

## 2016-2017 CALENDAR

<b>September</b>	5	Labor Day - School Closed
	6	First Day of School for Students
<b>October</b>	5	Staff In-service - No School for Students
	10	Columbus Day - School Closed
<b>November</b>	10-11	NJEA Convention - School Closed
	11	Veterans Day - School Closed
	16	Common Planning Day - Early Dismissal
	17-18, 21-22	Parent Conferences - Early Dismissal
	23	Early Dismissal
	24-25	Thanksgiving Vacation - School Closed
<b>December</b>	23	Early Dismissal
	24-31	Winter Break - School Closed
<b>January</b>	2	Winter Break - School Closed
	16	Martin Luther King, Jr. Day - School Closed
	27	Staff In-service - No School for Students
<b>February</b>	17	Common Planning Day - Early Dismissal
	20	Presidents Day - School Closed
	21-24	Parent Conferences - Early Dismissal
<b>March</b>	8	Late Arrival for Students – 2hr Delayed Opening
<b>April</b>	13	Early Dismissal
	14-21	Spring Break
<b>May</b>	29	Memorial Day - School Closed
<b>June</b>	12-14	Early Dismissal (Tentative)
	14	Tentative Last Day for Students
	15	Teacher Closing Day – <b>Staff Only</b>



*You can get there from here!*

## **Pemberton Township Schools**

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

### **Administration**

Tony Trongone, Superintendent of Schools  
Pat Austin, Assistant Superintendent for Business/Board Secretary  
Jeffrey Havers, Director of Curriculum and Instruction Prek-5  
Ida Smith, Director of Curriculum and Instruction 6-12  
Debbie Beideman, Chief Performance Officer  
Adelina Giannetti, Director of Special Services  
Pam Kelly, Director of Human Resources

### **Board of Education**

Sandy Glawson, President  
Terry Maldonado, Vice President  
Tom Bauer  
Tim Haines  
Granny Maier  
Tom Maier  
John Ulrich  
John Willitts  
Jeffrey Wilson

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## **INTRODUCTION**

This handbook was developed to assure 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 15 minutes after arrival time 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 the main 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.

## **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 stated in the Board policy 5113, "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;
- 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;

All absences for all other reasons shall be considered unexcused.

**Parents 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.

**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.

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

A student with 15 or more absences may be considered for possible retention.

**Regular Release of Pupils Before the End of the Normal School Day**

There are varying situations that may justify release of certain peoples from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the pupil’s educational program and the reasons for such release can be shown to have positive benefits for the people. In all cases 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.

**BICYCLE/WALKER PROCEDURES**

Pupils 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. Please send the child with a permission letter to ride their bicycle to and from school.

## **HARRASSMENT/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 that 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 5032 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.

### **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 student 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 Director of Curriculum and Instruction Prek-5 (Jeffrey Havers) in writing or via email (jhavers@pemb.org). If the issue involves any other staff member, submit written concern to the Human Resources Manager; *if unresolved:*
5. Submit written concern to the Office of the Superintendent; *if unresolved:*
6. 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.

## **BUS PASS PROCEDURE/TRANSPORTATION GUIDELINES**

### **Request for Bus Changes Due to Babysitting Situations (Neighborhood Schools Only)**

1. All changes must be approved by Transportation Coordinator (Mike Press at [mpress@pemb.org](mailto:mpress@pemb.org)) only.
  - a. All approvals (dated and signed by Coordinator) will be emailed or faxed to School Principal or Secretary.
2. Before an approval is made, there must be room on the bus (no more than 51 existing passengers.)  
\*Parents are to call the school to confirm transportation change.
3. A written requested bus change made by the parent/guardian is a permanent change for the remainder of the school year. The change is consistent and does not vary. The babysitting arrangement does not have to be every day of the week as long as it is consistent every week (i.e., Monday, Thursday, Friday.) A statement must be signed by the parent that is a permanent arrangement for the school year.
4. 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.)
5. If condition stated under #3 above is violated by the parent/guardian, future requests by the parent/guardian will be denied by the Transportation Coordinator in consultation with the principal. The student will only be entitled to transportation to and from the student's resident home.

**For questions or more information, contact the Bus Garage/Transportation Coordinator at 609-893-1963.**

## **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**

## **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 policy, choice of school clothing should be made on the basis of safety, cleanliness, practicality, comfort, simplicity, and modesty. Types of dress that distract other students from learning or that cause disruptions are 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.

- No one is permitted to wear articles of clothing that are “see-through.” 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.
- Tank tops, tube tops and halter tops are not permitted in the school. Single tank tops and muscle shirts may not be worn to school. This will apply to both males and females. A basketball jersey is considered to be a tank top.
- Clothing bearing obscene or objectionable subject matter is not permitted.
- No head gear, hats, scarves, head coverings, sweatbands, bandanas, combs, or picks, etc. Exceptions may be made for 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 advocates drug usage, violence, gang membership or other objectionable themes is 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 investigation 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 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 students, employees, parents and/or other third parties.
5. **Harassment.** Harassment is a form of discrimination. Harassment consists of unwelcomed 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: unwelcomed 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 unwelcomed 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 what, if any witnesses may have information relevant to the complaint and therefore what, 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 an 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:

Rita Jenkins

Affirmative Action Officer/Title IX/ADA coordinator for students

(609) 893-8141 x.2074

[rjenkins@pemb.org](mailto:rjenkins@pemb.org)

Pam Kelly

Affirmative Action Officer/Title IX coordinator for certificated staff and ADA/504 coordinator for all staff

(609) 893-8141 x.1021

[pkelly@pemb.org](mailto:pkelly@pemb.org)

Pat Austin

Affirmative Action Officer/Title IX coordinator for non-certificated staff

(609) 893-8141 x.1004

[paustin@pemb.org](mailto:paustin@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 and work place telephone 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.

## **EMERGENCY SCHOOL CLOSING/EARLY DISMISSAL PROCEDURES**

Except in cases of emergency, schools will be kept open in accordance with the school calendar. When it is necessary to close schools because of extreme weather or other reasons, a Blackboard Connect telephone message will be sent out. In addition, radio station KYW-1060, will announce the DISTRICT CODE NUMBER 651. School closing information is posted on the district website, Facebook and Twitter, as well as broadcast on the Pemberton Township Board of Education's Channel 19, serving Pemberton Township, Pemberton Borough, and Joint Base McGuire-Dix-Lakehurst. Parents should not call the school unless absolutely necessary.

## **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](http://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. 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.**

### **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.

### **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.

### **GRADING AND REPORTING PROCEDURES**

#### **Report Cards**

1. All grades from gradebook will translate to a letter grade on the report card.
2. The lowest possible grade is 55.
3. Percentages are as follows:
  - Class work, quizzes, and participation 60%
  - Tests and Projects 30%
  - Homework 10%
4. If a student receives an "N" or - he or she will not be eligible for the honor roll. No student earning an "A" should receive a "-" on the report card. However, they can receive an "=".
5. Progress reports will be completed by all support service teachers and placed in the students' report card envelopes. A check mark will indicate that progress reports are required.

#### **Interim Reports**

1. Interim reports will be completed for students who are at risk for failing, and are receiving a grade of a low C (below 77) in grades 1-5. The interim is now on Genesis and will be completed for any area(s) in need.
2. Sub skills are to only receive a "-" if an "N" is given in the major subject.

3. Teachers of Instrumental Music, PPEG, Academic Mastery, and Reading Specialists will not complete interim reports. They will complete progress reports in accordance with report card time frames.

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 18 for more information on homework.)

The following symbols are used to represent grades:

A = 92-100 (excellent)

B = 83-91 (above average)

C = 74-82 (average)

D = 65-73 (Passing, below average)

F = Below 64 (failing)

+ Exceeding Expectations

= Meeting Expectations; - Approaching Expectations

O - Outstanding

VG - Very Good

S - Satisfactory

N - Needs Improvement

### **Promotion and Retention**

Elementary (K-5) and secondary (6-8): A pupil will be promoted to the next succeeding grade level when he or she demonstrates the proficiencies required for movement into the next grade, and has satisfactory attendance according to the district attendance policy.

### **GUIDANCE SERVICES**

The purpose of guidance and 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 guidance counselor if they have 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. A doctor's note is needed when your child returns to school from an absence due to illness or injury. A gym note should also be obtained from the doctor if your child is unable to participate in physical education class because of the illness or injury. Another doctor's note is required to clear your child to safely return to gym class, recess, or afterschool physical activity.
2. Students returning requiring medical equipment, such as crutches, wheelchair, cane, etc. must have a doctor's order for the equipment. They will not be able to participate in any physical activity unless cleared by the doctor.
3. If your child is absent due to illness or injury, please call the school to inform us of the problem.

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., measles, mumps, 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.

## HEALTH REGULATIONS IN GENERAL

1. Keep up-to-date home, work, and emergency telephone 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. 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 gym, 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. It is important for parents/guardians to obtain subsequent medical examinations for their child at least once during each developmental stage, at early childhood (pre-school 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 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. Please submit proof of immunizations as soon as possible. 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 medication (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.
7. Students with asthma, serious allergic reactions or diabetes are required by state law to have action plans completed every school year.
8. The state of NJ requires that a trained delegate be available for any student who may need an epi-pen or glucagon when the school nurse is not available. Please have your doctor complete those forms every school year.
9. 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.

## **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 social 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 school. 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. Therefore, letters will no longer be sent home if a case of head lice is discovered. The school nurse retains the authority to, in consultation with school administrator(s), to 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. If there is a concern, you will be notified and advised to consult with your physician for further evaluation and treatment of any problem.

## **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 Monday through Friday, 8:30 a.m. – 5:00 p.m. The phone number is 609-894-1100. This facility also has a dental center and bilingual staff.

Rowan College at Burlington County 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. To schedule an appointment, please call 609-894-9311, extension 1074. The BCC Dental Health Center is located in the Parker Center of RCBC's Pemberton Campus at 601 Pemberton Browns Mills Road (County Route 530).

Should you need help with immunizations you can call the Burlington County Health Department Clinic at 609-265-5533. 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. The Emergency Information Verification Form (emergency card) will be sent home the first day of school with your child.

Please feel free to contact your school nurse with any questions regarding NJ Family Care or you can contact them directly at (800) 701-0710 or visit [www.njfamilycare.org](http://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 television viewing in order to allow adequate time for homework completion. 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 anytime 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 (Special Subjects)

The comment code must be correlated to the student's academic performance. The comments in these areas may affect the student's Honor Roll status. 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](http://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](http://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 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 not served on delayed opening days since lunch occurs soon after arrival.**

**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 the Canyon Creek online conference scheduling service. 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.

## **PARTY GUIDELINES**

Parties are permitted in the classroom for Fall Festivals, Christmas, and Valentine's Day. Alternative activities are planned for children who do not participate in these holidays. If you wish to bring in refreshments for your child's class, please contact the teacher to schedule your visit. **Birthday parties at school will be celebrated in the lunchroom at lunchtime. Special permission may be granted by administration for a classroom party at the discretion of the teacher. Please check with your building principal regarding food/decorating items permitted at parties.**

## **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, sex 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**

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 uses the Masonic Model 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. 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 guideline seeks 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.

### **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**

A. 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.

B. Examples:

1. Continued and willful disobedience.
2. Open defiance to school authority
3. Assault on school personnel
4. Assault on other students
5. Continued use of profanity/gestures
6. Defacing or damaging school property
7. Possession, use, sale, or distribution of drugs or alcohol on school property
8. Leaving school premises without permission
9. Chronic misbehavior or classroom disruption
10. Use of threats or extortion
11. Theft on school property
12. Truancy and/or chronic tardiness
13. Transportation misbehavior
14. Possession and/or concealment of weapons
15. Possession and/or use of tobacco products on school property

### **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.

1. Possession of weapons
2. Drug/alcohol possession/use/distribution
3. Assault - staff/students
4. Violent fights/gang fights
5. Threats toward staff and students
6. Vandalism
7. Theft
8. Bomb threats
9. False fire alarms
10. Trespassing

### **Violent Behavior and Vandalism**

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

1. Exclusion from special school events (i.e., assemblies, intramurals, trips, etc.)
2. Office-assigned detention
3. Lunch room detention
4. Teacher detention
5. 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 - one to five day suspension
- Second offense - three to ten day suspension
- Subsequent offenses- five to ten day suspension (possible police complaint)

**Smoking**

Smoking is prohibited by law at all times on school property.

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 dispensing through the school nurse, 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.

### **Abusive Behavior/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 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 & 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 during the school day 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

## **TRANSPORTATION**

### **Policies Related to Pupil Transportation**

The driver shall be in full charge of the bus at all times and shall be responsible for order; he/she shall never exclude a pupil from the bus; but, if unable to manage any pupil, he/she shall report the unmanageable pupil to the principal of the school he or she attends.

A pupil may be excluded from the bus for disciplinary reasons by the principal, and his or her parents shall provide for the pupil's transportation to and from the school during the period of such exclusion.

Students must cooperate with the drivers by observing the following policies:

1. Pupils should be on time at the designated bus stop. **Buses cannot wait.**
2. Pupils must stay off the roadway at all times while waiting for the bus.
3. Pupils must wait until the bus has come to a stop before attempting to enter or leave.
4. Pupils must not move around or change seats on the bus. Seatbelts must be buckled securely.
5. There will be no loud talking. Normal conversation is permissible.
6. Pupils must keep their hands and heads inside the bus at all times.
7. Throwing articles of any kind is very dangerous and will not be tolerated.
8. Any damage to the bus will be reported to the driver at once.
9. Pupils will help to keep the bus clean, sanitary and orderly.

10. No eating or smoking on the bus at any time.
11. Fighting or using obscene language or signs on the bus will not be tolerated. Fighting on the bus will result in suspension. When a student is suspended from the bus, parents must provide transportation.
12. When crossing the highway after leaving the bus, pupils will cross in front of the bus after first looking in both directions.

Bus drivers shall enforce all the above regulations governing the conduct of pupils when being transported in buses. Drivers have the right to assign pupils to certain seats, if necessary, to promote order on the bus.

### **Administrative Response**

First & Second offenses - student/administrative/driver conference  
 office detention and/or exclusion (parent notification)

Third offense - one to five day exclusion\*

Fourth offense - five to ten day exclusion

Fifth offense - three to five day suspension

*\*Exclusion - Student is not allowed to ride the school bus and parents provide transportation.*

We are counting on your cooperation in making our transportation system safe.

State Law 18A:25-2 is used as a guide by principals throughout the State of New Jersey. Its primary purpose is to enforce safety standards relative to pupil transportation.

A complete bus transportation schedule, including areas and times for departure is annually prepared by the Transportation Department and distributed to each household prior to school opening.

Students may not ride other buses without a written request from the parent and approval from the bus garage. The bus garage will notify the school office that permission has been granted.

### **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.

### **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!**

### **DOWNLOAD OUR APP!**

Pemberton Township Schools has a mobile app designed to keep our families better informed of what's going on in our schools.

#### **Download the new app in 3 easy steps:**

- 1. On your smartphone, go to the iTunes App Store® or Google Play®**
- 2. Search "Pemberton Township Schools"**
- 3. Select our Pemberton Township Schools app for free download**

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

**[www.pemberton.k12.nj.us](http://www.pemberton.k12.nj.us)**

### **EMERGENCY SCHOOL CLOSING/EARLY DISMISSAL**

You will be notified through Blackboard Connect. School closing information is also broadcast over the Pemberton Township Board of Education Channel 19, the District Website, Facebook & Twitter.

**Pemberton Township Schools**  
**Start and End Times for the 2016-2017 School Year**

Location	Full School Day			
	Staff Start	Student Arrival Begins	Student End Time	Staff End Time
PTHS	7:05 AM	7:10 AM	2:05 PM	2:25 PM
HFNMS	7:35 AM	7:55 AM	2:40 PM	2:55 PM
Fort Dix	7:40 AM	8:00 AM	2:45 PM	3:00 PM
Stackhouse	7:40 AM	8:00 AM	2:45 PM	3:00 PM
Harker-Wylie	7:45 AM	8:05 AM	2:50 PM	3:05 PM
Busansky	8:40 AM	9:00 AM	3:45 PM	4:00 PM
Emmons	8:40 AM	9:00 AM	3:45 PM	4:00 PM
Denbo	8:40 AM	9:00 AM	3:45 PM	4:00 PM
Crichton	8:45 AM	9:05 AM	3:50 PM	4:05 PM
PECEC	8:35 AM	9:10 AM	3:40 PM	3:55 PM

Location	Early Dismissal			
	Staff Start	Student Arrival Begins	Student End Time	Staff End Time
PTHS	7:05 AM	7:10 AM	11:50 AM	12:10 PM
HFNMS	7:35 AM	7:55 AM	12:25 PM	12:40 PM
Fort Dix	7:40 AM	8:00 AM	12:45 PM	1:00 PM
Stackhouse	7:40 AM	8:00 AM	12:45 PM	1:00 PM
Harker-Wylie	7:45 AM	8:05 AM	12:50 PM	1:05 PM
Busansky	8:40 AM	9:00 AM	1:45 PM	2:00 PM
Emmons	8:40 AM	9:00 AM	1:45 PM	2:00 PM
Denbo	8:40 AM	9:00 AM	1:45 PM	2:00 PM
Crichton	8:45 AM	9:05 AM	1:50 PM	2:05 PM
PECEC	8:35 AM	9:10 AM	1:40 PM	1:55 PM

Location	2 Hour Delay			
	Staff Start	Student Arrival Begins	Student End Time	Staff End Time
PTHS	9:05 AM	9:10 AM	2:05 PM	2:25 PM
HFNMS	9:35 AM	9:55 AM	2:40 PM	2:55 PM
Fort Dix	9:40 AM	10:00 AM	2:45 PM	3:00 PM
Stackhouse	9:40 AM	10:00 AM	2:45 PM	3:00 PM
Harker-Wylie	9:45 AM	10:05 AM	2:50 PM	3:05 PM
Busansky	10:40 AM	11:00 AM	3:45 PM	4:00 PM
Emmons	10:40 AM	11:00 AM	3:45 PM	4:00 PM
Denbo	10:40 AM	11:00 AM	3:45 PM	4:00 PM
Crichton	10:45 AM	11:05 AM	3:50 PM	4:05 PM
PECEC	10:35 AM	11:10 AM	3:40 PM	3:55 PM

**Pemberton Township Schools**  
**Main Phone Number 609-893-8141**

**Samuel T. Busansky School** **Ext. 4000**  
16 Scrapetown Road, Pemberton, NJ 08068

**Denbo/Crichton Elementary Campus** **Ext. 5000**  
1414 Junction Road, Browns Mills, NJ 08015  
*Lower Elementary Building (Grades K-2)* Ext. 5000  
*Upper Elementary Building (Grades 3-5)* Ext. 5500

**Howard Emmons School** **Ext. 4500**  
14 Scrapetown Road, Pemberton, NJ 08068

**Fort Dix Elementary School** **Ext. 6000**  
1199 Juliustown Road, Fort Dix, NJ 08640

**Harker-Wylie School** **Ext. 7800**  
125 Bldg. 3 Trenton Road, Browns Mills, NJ 08015

**Helen Fort/Newcomb Middle School** **Ext. 3000**  
*Helen A. Fort Campus*  
*301 Fort Dix-Pemberton Road, Pemberton, NJ 08068*

*Newcomb Campus* **Ext. 3500**  
*300 Fort Dix-Pemberton Road, Pemberton, NJ 08068*

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

**Pemberton Township High School** **Ext. 2000**  
148 Arney's Mt. Road, Pemberton, NJ 08068

**Joseph Stackhouse School** **Ext. 7000**  
125 Bldg. 1 Trenton Road, Browns Mills, NJ 08015

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

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

**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 PAL's program and I will be responsible for the costs associated with PAL's.
- Any designated escort must be 18 years 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.

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