



**ELMER  
ELEMENTARY SCHOOL  
STUDENT/ PARENT HANDBOOK  
2023-2024**

ELMER ELEMENTARY SCHOOL  
207 Front Street  
Elmer, NJ 08318

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# **PITTSGROVE TOWNSHIP BOARD OF EDUCATION**

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### **Custodians**

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## **ARRIVAL AND DISMISSAL**

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

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

From 8:55 am – 9:10 am and from 3:40 pm – 3:46 pm, parents will be able to drop off and pick up students in the Parent Loop. Once buses arrive, the Main loop will be closed until they depart. Everyday pick-up (“Express” Pick Up) will be at 3:40 p.m.- 3:50 p.m. An “Express” Pick Up form must be completed. Please note the times above due to busses entering from Front Street. **All Cars** will need to use parent drive when dropping students off or picking them up. Once buses arrive, cars will be asked to wait to exit the parent loop in order to allow busses to depart.

Cars will not be permitted to use main loop onto Front St. once busses have arrived in the main loop unless directed otherwise. Cars are permitted to use the Main Loop for drop off or pick up once busses have departed. There will be no parking during drop off and pick up times once busses have arrived. **Parents dropping off students are required to use the parent drive. Do NOT Park and walk through parked cars to the flagpole. The safety of our students is paramount.**

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

**A note is required for children being picked up. Please use our ‘A Note to School’, which can be obtained in the office or downloaded online.**

**Please communicate with the office any changes in your drop off or pick up schedules. Any messages, such as Dojo, to staff are not always read during the busy school day.** Students must be signed out with security if they are leaving before the end of the school day or if they are being picked up at the parent pick up location at the end of the day. You **must** report to security desk upon arrival; each student **must** be signed out before he or she is dismissed. Each student will be dismissed from the security officer and/or appropriate building personnel. Children will be sent

home on the bus if you haven’t arrived, and we do not have a note stating that you will be picking up your child. Persons wishing to pick up a child **MUST** be on the emergency contact sheet. No student will be released to a person who is not on the information provided to the school. Additionally, anyone picking up a child **MUST** have photo identification and be 18 years of age. **However, we do request that early “Pickups” be kept to a minimum.** **Picking up students before the end of the school day disrupts the continuity of classroom lessons. You have received a school calendar and we ask that you arrange medical and dental appointments after school hours whenever possible. We also ask that vacation trips coincide with school vacations whenever possible.**

## **ATTENDANCE**

In accordance of B.O.E. Policy 5113, regular attendance is essential to a student’s success in school. Persistent absenteeism, tardiness and early pick-ups create a genuine hardship for the student and his or her classmates. Only those absences that are health related and/or have a doctor’s note is considered excused. It is therefore considered a very serious issue. Consequently, responsibility for having children attend school regularly lies with parents. **If for any reason your child is sick for five or more days, a note from your family doctor stating he or she may return to school is required. Please visit our district website to view our attendance policy in its entirety.**

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

Responsibility for having children attend school lies with the parents/guardians. It is important that children attend school unless they are ill. Asking that a child leave before the end of a school day disrupt the continuity of the program. Please try to arrange appointments after school. You have received a school calendar, so please try to confine vacation trips to those days that school is not in session. **If for any reason a student is absent five consecutive days or more, the parent/guardian is required to obtain a note from the doctor stating that the child may**

**return to school.** During each trimester, **the appropriate documentation to excuse an absence must be submitted within ten (10) school days of the absence or it will not be accepted.**

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

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

**5 days** – Warning notice to parents from Administration.

**8 days** – 2nd warning notice to parents from Administration.

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

**FAMILY VACATIONS: (Vacation Days are NOT excused absences)**

School personnel do not have the legal authority to give students permission to be absent during school hours for the purpose of taking vacations during the school year. This is a decision that can only be made by a parent/guardian. Students who take a vacation during school hours do so with the full understanding that they are responsible for the course work covered during their absence. Since a part of a student's evaluation may include daily contribution and class discussion, absence from school has a direct effect upon learning and its subsequent evaluation. *Due to the nature of some course work, it is not possible to "make up" the material.* Vacations during class time may affect your child(ren)'s progress.

**For family vacations, parents/guardians must notify the principal in writing at least ten (10) school days prior to leaving for vacation.** This notice does **NOT** excuse the student's absences.

### **BICYCLES**

Children riding their bikes to school must have a note on file in the office stating parental consent. **Parents/Guardians must accompany their child to and from school & students are required to wear helmets.**

**No exceptions!** The school assumes no responsibility for the bicycles. However, provisions have been made to safeguard them by requiring all bikes to be properly parked and locked in the bike rack.

### **BUSES**

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

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

**Students not riding buses may not be dropped off at school before 8:55 am. Please use parent loop for drop off.**

Teachers are not available to supervise the playground and halls until that time. SACC personnel are only responsible for children in their program. The playground may not be used during school/SACC hours 8:15 AM – 3:46 PM SACC 6:30 AM – 8:55 AM/ 3:46 PM – 6 PM.

**Riding Another School Bus:**

Arrangements to ride another bus must go through the Transportation Coordinator. Parents will be notified as to whether such arrangements can be accommodated.

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

### **CAFETERIA**

The Cafeteria will be serving breakfast daily to all students in grades K and 1. The price for breakfast will be \$1.60. The free/reduced price for Breakfast price is \$.0. Milk and/ or juice will be included in the cost. Students must be on time and no later than 9:20 A.M. to get breakfast. The first day that breakfast will be served will be Friday, September 8<sup>th</sup>.

The Cafeteria will also be serving lunches daily to all students in grades K and 1. The price for a complete lunch is \$3.00. The price for free/reduced Lunch is \$.0. Payment for school lunches can also be made through myschoolbuck.com. You may also send in check/cash payments. **Please put payment in an envelope clearly marked with student's first and last name and teacher's name.** (Prices subject to change.)

### **CARE OF SCHOOL PROPERTY**

Students are responsible for taking care of all school property. Any damage must be paid for. All borrowed materials, including books (take home readers/library books/Chromebooks/

etc.) must be returned in same condition when issued.

Please visit [www.pittsgrove.net](http://www.pittsgrove.net) for information regarding use and care of our Chromebooks/touch pad devices. Click on the link titled: Blended Learning 1:1 Technology Handbook.

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

### **CHANGE OF ADDRESS OR TELEPHONE NUMBER**

For the well being of your children it is vital that the school office be notified immediately of any change to your address, telephone number, emergency number, or place of employment and phone number of either parent/guardian during the school year. Proper phone information is necessary for our school notification system.

### **What happens if my child is returned to school when a parent/guardian is not at the bus stop?**

Pittsgrove Township Board of Education, by policy, prohibits our bus drivers from leaving students in Pre-Kindergarten through 3<sup>rd</sup> Grade unattended at the bus stop unless a consent form has been filed with the Transportation Department. The Board of Education strongly encourages parents/guardians of students in Pre-Kindergarten through 3<sup>rd</sup> Grade to escort their child/children to and from the bus stop, or to designate an adult to do so. Please remember that you must get out of your vehicle or your home to meet your child/children at the designated bus stop. This will allow our bus drivers to check that you or the responsible party receiving your child is present.

In the event that a parent/guardian or designated adult is not present at your child's bus stop in the afternoon, the student will be returned to the Olivet School. Olivet School is centrally located in the community. Our SACC Coordinator is located at this site.

**It will then become the responsibility of the parent/guardian to pick up the student at Olivet School.** If your child has not been picked up by the time the school office closes at 4:15 P.M., your child will be taken to the Elmer School Age Child Care (SACC) Program.

The following procedures will occur should your child be returned to school by their bus driver:

- 1<sup>st</sup> notice letter mailed home from school Principal
- 2<sup>nd</sup> notice letter mailed home, phone call from Principal
- 3<sup>rd</sup> notice letter mailed home, phone call from Principal, charges from the SACC Department begin
- 4<sup>th</sup> notice letter mailed home, phone call from Business Administrator/Transportation Coordinator, additional SACC charges applied
- 5<sup>th</sup> notice letter mailed home, phone call from Superintendent, additional SACC charges applied

**Any person picking up minor children from school must be 18 years of age or older and be prepared to show proper identification.**

The SACC Office can be contacted at the following number and extension (856) 358-2081 Ext. 4692. Our Transportation Department can be reached at (856) 358-3094 Ext. 4822.

### **COMMUNITY-BASED HEALTH AND SOCIAL SERVICE PROVIDERS**

A list of community-based health and social service provider agencies and food pantries that are available to support students' families are included in the **Community Handbook located on our website**. A hardcopy can also be obtained at our main office.

### **CUSTODY/GUARDIANSHIP/PARENT VISITATION**

Any custodial parent changes or visitation changes that affect pick up and drop off must be **reported to the office immediately** to ensure the safety of your child(ren). Additionally court papers must be submitted and filed immediately upon your receipt. **Please note - reporting any parental and or visitation changes to your child's teacher is not sufficient.** The office must be made aware of any changes and be provided with the most up to date court documentation to ensure the safety of your child(ren). Please note that the latest court documentation on file is what we utilize with regard to custody/ guardianship/ parent visitation.

### **CONDUCT ON SCHOOL PROPERTY & DURING SCHOOL EVENTS**

The school district may hold parents liable for property damage caused by acts of their children. The school district has the authority to implement rules and regulations for its own management and to promote the health, safety,

and welfare of its students. These rules include the authority to take action against disruptive conduct by visitors to school property or school events including parents.

### **DIRECTED PLAY (Recess)**

Students must bring sneakers each day for the Directed Play activity planned by the classroom teacher. In order to provide children with a change of environment, classes will go outside everyday, weather permitting. We ask that they be dressed appropriately based on weather conditions: Cold Days - gloves/ mittens, hats, coats or sweaters and Warm Day - shorts, t-shirts, etc. Appropriate footwear. The clothing options are examples and must adhere to our dress code.

### **Footwear for Directed Play and Gym:**

- shoes that pose a safety hazard are unacceptable for gym and recess
- Students **MAY** wear Crocs; however, they **MUST** change into sneakers for gym, recess, and/ or Directed Play.

### **DRESS CODE**

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

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

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

It is recommended that a change of clothes be sent in with Kindergarten age students in the event of bathroom accidents and/or food accidents. We do have changes of clothes on hand in our Nurse's Office (Limited Supply). **If clothing is borrowed, we ask that it be washed and returned the next day.** We are always looking for donations for this purpose. Please contact Nurse Jenna at Ext. 4772. Your cooperation is appreciated.

### **GYM DRESS CODE**

Children need to dress appropriately on days that they have gym. Students need to wear socks and sneakers that tie on those days. Also all jewelry needs to be removed prior to gym class. Children not meeting these criteria above will be sat out of GYM. Safety of your children is very important to us, so we are requesting your support on this matter.

### **EARLY SCHOOL CLOSINGS**

All students will be dismissed at 1:10 pm on the following dates:

### **EARLY DISMISSAL DAYS for the 2023-2024 SCHOOL YEAR**

**October 6, 2023 (Friday)** - Professional Development Day  
**November 6, 2023 (Monday)** - Parent/Teacher Conf.  
**November 7, 2023 (Tuesday)** - Parent/Teacher Conf.  
**November 8, 2023 (Wednesday)** - Parent/Teacher Conf.  
**November 22, 2023 (Wed)** - Thanksgiving  
**December 22, 2023 (Friday)** - Winter Recess  
**February 15, 2024 (Thurs.)** - Professional Development Day  
**March 22, 2024 (Friday)** - Parent/Teacher Conf.  
**March 27, 2024 (Wednesday)** - Spring Recess  
**June 12, 2024 (Wednesday)** - Early Dismissal for Students  
**June 13, 2024 (Thursday)** - Early Dismissal for Students  
**June 14, 2024 (Friday)** - Last Day for Students & Staff

### **Emergency School Closing**

If the possibility exists that the schools in Pittsgrove Township will open late or remain closed due to inclement weather.

**Please visit [www.pittsgrove.net](http://www.pittsgrove.net) for school closing information.**

School closing decisions are made as early as possible. Please **do not call** the school. Our district will also use our School notification system to alert you to school closings.

**Elmer Elementary School will dismiss students at 1:10 PM or sooner due to weather conditions or an unexpected emergency.**

### **ATTENTION PARENTS:**

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

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

If you have concerns about possible early dismissal due to excessive heat, storm conditions, snow or a possible unanticipated school emergency, we will send a message utilizing our notification system.

### **FIELD TRIPS**

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

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

### **GRADING INFORMATION**

#### ***What is the purpose of a standards-based report card?***

The purpose of the standards-based report card is to provide more detailed feedback to parents/guardians regarding the progress their children are making toward specific learning standards at their grade level. All standards-based report cards include specific clusters of standards in all content areas. They provide an overview of the standards relating to the knowledge and skills your child should meet by the end of the academic year.

The **Standards-Based Reporting Scale** is as follows:

- Earning an “**E**” means the student has advanced understanding and exceeds grade-level expectations. An “E” is difficult to obtain, does not frequently occur, and indicates unusually high achievement.
- Earning a “**3**” means the student has proficient understanding and meets grade-level expectations. **A “3” is something to be CELEBRATED!**
- Earning a “**2**” means the student has basic understanding and partially meets grade-level expectations. A “2” indicates that a child may need extra help or time to understand a concept or skill.
- Earning a “**1**” means the student has minimal understanding and does not meet grade-level expectations. A student receiving a “1” may need interventions in

order to meet grade-level expectations if progress is not being made.

### **HEALTH INFORMATION**

*Health office Screening consists of:*

Height and Weight .....Grades K – 12  
Vision .....Grades K,2,4,6,8,10  
Hearing .....Grades K,1,2,3,4,6,8,10  
Color Deficiency.....Grade 1  
Blood Pressure.....Grade K – 12  
Scoliosis .....Grades 5,7,9,11  
(Grade 4 if age 10 in September of current school year)

### **COMMUNICABLE DISEASE POLICY**

*Illness, Injury and Communicable Diseases*

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

Students will be sent home for the following reasons: 1) **Having a temperature of 100 or above.**

If a student was sent home by the school nurse with a fever, the student will be issued an “Excused Absence- Nurse Excused” for the following day, because they must be fever free without Tylenol or other medication for 24 hours before returning to school. 2)

**Having a severe cough or cold and having diarrhea and/or vomiting** (must be over for 24 hours before returning). Students who are sent home ill or who are absent from school may not participate in afterschool and/or evening activities for the duration of the illness.

If your child has been injured and must return to school with crutches, a cast, brace, sling, neck brace, sutures, etc., a note from your physician is required. Please contact our School Nurse prior to your child(ren) returning to school.

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

Any student suspected of having a “nuisance” disease; namely, Impetigo, Ringworm, Pinkeye (conjunctivitis) Reoccurring Head Lice (pediculosis), Scabies (mites under the skin), or any questionable rash, will be excluded from school and may only return with a physician’s note.

If there are any health problems you feel the school nurse should be aware of, please do not hesitate to notify her. If there are any problems we feel you should be aware of we will do likewise.

We appreciate your cooperation in caring for the well being of your child while at school. Please feel free to call the school nurse if you have any questions.



### **Medications in School:**

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

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

### **Pet Visitation**

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

Special circumstances may permit a therapeutic pet visitation. This will require permission from the building principal in consultation with the school nurse. Please submit all requests in writing to the building principal. The visitation will take place outside, weather permitting.

### **HOMEWORK GUIDELINES**

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

All grade levels- Assignments missed due to legal absence from school, except those requiring special materials, **must be completed upon returning to school.**

Students will receive one day for each day missed to complete make-up work.

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

1. Ask your child if he or she has homework. It is generally assigned every day except Friday or the day before a holiday. By asking about homework, you are reinforcing the importance of this responsibility.
2. Show interest in your child's homework and assist when necessary. This will also reinforce the importance of this activity.
3. **Homework is your child's work not yours.** You should not do the work but rather be concerned with whether or not your child understands the assignment sufficiently to complete it independently. If your child cannot complete an assignment, please write a note to the teacher stating the difficulty.
4. Help your child set a regular homework time each day and remain with that time commitment. Free your child of other responsibilities at that time so completing assignments becomes the priority.
5. Provide your child with a quiet place to work and study where he or she is not disturbed by younger children or pets. Assignments will not be always involving written work. Some will require students to read, to interview, to collect, to study, to do research to



complete a project, and so forth. Please feel free to consult your child's teacher whenever there is question about an assignment.

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

Within the past few years, there has been an increase in the number of vacations taken by parents during the school year. In this situation, it is the student's responsibility to pursue any make-up work and/or tests upon return to school.

### **PARENT TEACHER CONFERENCES**

Parent Teachers Conferences will be held in early November and early March. Conference information will be given in a timely fashion. Students will be dismissed at 1:10 PM on these days. **Attendance at Parent Teacher Conferences at this time is strongly encouraged. Parents/guardians or teachers may also request additional meetings during the school year as needed.**

### **PERSONAL PROPERTY**

**Children are not to bring personal belongings to school without permission from their teacher and parent/guardian.**

Examples include ~~portable radios~~, head sets, cell phones, iPods, electronic games of any kind, dolls, toys, playing cards, smart watch, D.S.'s, Pokemon cards or any other type of trading cards, etc. In addition, baseballs, softballs, footballs, and wood or metal bats are not allowed in school. The school will not be responsible for any loss or damage to such items.

### **POTENTIALLY GIFTED PROGRAM POLICY**

A copy of the complete Gifted-Talented Program, K- 12 may be obtained at the school office or our website [www.pittsgrove.net](http://www.pittsgrove.net).

### **PRINCIPAL'S MESSAGE**

On behalf of the staff of Elmer Elementary School, I would like to welcome students and their parents to a new school year. Teachers at Elmer Elementary School maintain high academic standards and attempt to meet the individual needs of all students. Ultimately each student will gain from the academic program according to the effort they are

willing and able to apply and the support they receive from their parents/guardians. To increase the degree of educational success it is imperative that students, teachers, parents and administrators communicate openly and frequently regarding their concerns, progress and overall growth of their children. If I can be of any assistance during the school year please do not hesitate to call. **Daniel F. Bruce, Principal (856) 358-6761 Ext. 4770.**

### **TRIMESTERS/PROGRESS REPORTS**

Progress reports are written for students and sent home with the students at the mid-point of each trimester to keep parents informed of their child's progress. Students who are not making adequate progress in a specific subject for the trimester may receive more frequent reports/updates.

The following are our Trimester Dates. Each Trimester lasts for 60 days, with the Midpoint occurring on the 30<sup>th</sup> day. Progress Reports typically go home a week following these dates. A parent/guardian will receive a paper copy of a report card. These timeframes are subject to change due to changes that may occur in our calendar year.

#### **1<sup>st</sup> Trimester Dates**

**September 7, 2023 (Thursday)** - Start of 1<sup>st</sup> Trimester  
**October 19, 2023 - (Thursday)** - Midpoint of 1<sup>st</sup> Trimester  
**December 6, 2023 (Wednesday)** - End of 1<sup>st</sup> Trimester

#### **2<sup>nd</sup> Trimester Dates**

**December 8, 2023 (Thursday)** - Start of 2<sup>nd</sup> Trimester  
**January 26, 2024 (Friday)** - Midpoint of 2<sup>nd</sup> Trimester  
**March 14, 2024 (Thursday)** - End of 2<sup>nd</sup> Trimester

#### **3<sup>rd</sup> Trimester Dates**

**March 17, 2024 (Friday)** - Start of 3<sup>rd</sup> Trimester  
**May 1, 2024 (Wednesday)** - Midpoint of 3<sup>rd</sup> Trimester  
**June 14, 2024 (Friday)** - End of 3<sup>rd</sup> Trimester

### **PROMOTION AND RETENTION POLICY (ELEMENTARY SCHOOL)**

#### **B.O.E. Policy 5123**

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

several factors and options must be considered when the possibility of retention exists.

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

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

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

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

The Child Study Team and Special Education teachers will make recommendations regarding the promotion or retention of classified students.

#### **P.T.O.**

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

#### **RETURNING TO SCHOOL AFTER SCHOOL HOURS**

On many occasions students return to school to get books and materials needed to complete their homework assignments. At the end of each school day however, they are reminded of their assignments, what books they will need and have sufficient time to pack their bags. We ask that parents help us in making children responsible for doing this. Please **do not** drive your child back to school to get books and materials they "forgot". **Remember, our office closes at 4:15 PM and custodians are not permitted to allow anyone in the building.**

#### **RELEASING YOUR CHILD(REN) DURING THE SCHOOL DAY**

Upon written request from parents, students may be dismissed early for medical and dental appointments when necessary. A note must be written to your child(ren)'s teacher(s) stating that you or a designated individual will pick your child up at a specified time(Use of 'Note to School' preferred).

***Upon written request from parents, students may be dismissed early for medical and dental appointments when necessary. A note must be written to your child(ren)'s teacher(s) stating that you or a designated individual will pick your child up at a specified time using our "Note to School" form. Please note that if you inform your child(ren)'s teacher by any other means, such as classroom dojo, that your child needs to be released early, the message may not be received in time as teachers are teaching throughout the school day. It is the parent/guardian's responsibility to inform the main office for students being released during the school day. Please contact my secretary at Mrs. Costanzo or contact the main office at (856)358-6761 Ext. 4771.***

**You must report to the security desk upon arrival to meet and sign your child out before he/she can be dismissed.**

Although we realize that an early dismissal may be necessary at times we discourage this practice. **We ask parents/guardians to make every effort to schedule medical and dental appointments after school hours.**

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

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

#### **SCHOOL AGE CHILD CARE (SACC)**

SACC is a before and after school program aimed at meeting the needs of working parents by providing children with care for the hours when school is not in session. Elmer hours are 6:30 AM to 8:55 AM before school and 3:46 pm to 6:00 pm after school. Call (856) 358-6175 Ext. 4034 for more information and costs. Prior registration and approval is required in order for your child(ren) to attend SACC.



## **SCHOOL CONCERNS** **CHAIN OF COMMUNICATION**

This process is designed to offer you the most effective path to resolving any issue you may encounter with your child's educational experience. Please follow these important steps in our staff hierarchy to ensure your concern is handled in an efficient manner.

On matters involving Instruction at your child's School:

1. Classroom teacher
2. Case Manager if your child has an IEP
3. Instructional Supervisor/School Counselor
4. Principal
5. Chief Academic Officer
6. Superintendent
7. Board of Education

On matters involving student discipline at your child's school:

1. Classroom teacher
2. Case Manager if your child has an IEP
3. Assistant Principal (only applies to middle and high school)
4. Principal
5. Superintendent
6. Board of Education

On matters involving student social, emotional, behavioral concerns:

1. School Counselor or case manager if your child has an IEP
2. Director of Guidance
3. Principal
4. Superintendent
5. Board of Education

On matters involving IEP and Special Education services:

1. Classroom Teacher
2. Case manager
3. Child Study Team Supervisor
4. Superintendent
5. Board of Education

On matters involving facilities or buildings & grounds:

1. Buildings and Grounds Supervisor
2. Business Administrator
3. Superintendent
4. Board of Education

On matters involving School Security:

1. School Safety Specialist
2. Principal
3. Superintendent
4. Board of Education

On matters involving athletics:

1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Board of Education

## **SCHOOL INFORMATION**

School Address:

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

District Telephone Numbers:

Norma School	358-6904
Olivet School	358-2081
Middle School	358-8529
Schalick High School	358-2054
Child Study Team	358-7080
SACC (Olivet Site)	358-6175
SACC Office/ Ext 4022	358-3094

Pittsgrove Township Board of Education

Superintendent	358-3094
Business Office	358-3094
Transportation	358-7072

Elmer School / Office Hours:

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

## **SCHOOL MASCOT, COLORS,** **P.R.I.D.E., & P.B.S.I.S.**



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

Character Education is an important part of a child's social and educational development. Elmer Elementary School's Motto is, **PRIDE is on Our Side!** We will teach and encourage our students to be the best they can be each and every day.

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

### **PBSIS**



(**P**ositive **B**ehavior **S**upport in **S**chools)

Elmer Elementary School is a PBSIS School. Our Reach for the STARS positive behavior incentive program works in conjunction with our Caught by the Eagle program. **Students will show their PRIDE by Reaching for the STARS:**

**S**afety First

**T**ry Hard and Do Your Best

**A**ct Responsible

**R**espect Others

**S**olve Problems Peacefully.

This incentive program has been made possible with collaboration with Rutgers. This program will continue to support students in their social and emotional growth.

### **SCHOOL PARTIES**

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

We will provide a list of celebration options to help us celebrate birthdays such as donating a book to the library, sending in a special book to be read to the class, or completing a simple craft with the class.

**No snacks will be permitted for birthday celebrations.**

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

### **SCHOOL SECURITY**

School doors are locked at all times. Doors are opened for entry and dismissal and are closed after this process. For the safety of our children an intercom has been installed

at the front entrance ~~door~~ of the school. Ring the intercom and security will assist with your request. **When entering the building, please report directly to the School Safety Specialist to sign in.** If you are attending a school program in the evening, doors nearest the performance area will be unlocked for entrance.

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

### **STUDENT SALES**

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

### **TELEPHONE CALLS FOR ABSENCES**

It is vital that you contact Elmer Elementary School when your child(ren) is absent. Please call the office at (856) 358-6761 between 8:15 AM and 9:10 AM with the following information:

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

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

If your child will be absent for an extended period of time, it will only be necessary to call the first day of absence and indicate the number of days your child will be out. You are encouraged to call the school nurse for discussion and the proper documents that are required.

### **TECHNOLOGY**

#### **TECHNOLOGY ETHICS VIOLATION**

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

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

positioning system, or other feature capable of recording or collecting information.

For more information regarding district issued technology, please visit [www.pittsgrove.net](http://www.pittsgrove.net) and click on the link titled: Blended Learning 1:1 Technology Handbook.

### **TESTING PROGRAM**

Running Records and MAPS Fluency Screenings will be administered 3 times to our 1<sup>st</sup> Grade students and twice to our Kindergarten during the school year to ascertain each child's strengths and weaknesses in the area of reading. Under KEA (Kindergarten Entry Assessment) New Jersey state guidelines, Kindergarten students will be screened in the early Fall. We will be utilizing Brigance as our screening tool.

What is Brigance? Brigance is a screening tool we will be using in Kindergarten. The test is not an IQ test nor is it a full-scale educational assessment - it is a norm referenced test that compares each child's results with the performance of other examinees. Brigance Testing covers a variety of school based curriculum topics through a series of 12 assessments, including language development, science and math proficiencies and gross motor skills.

### **TRANSFERS**

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

### **VANDALISM**

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

### **VISITORS**

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

## **WEAPONS AND DANGEROUS INSTRUMENTS**

The policy of the Pittsgrove Township Board of Education is to recognize that there is the potential for the presence of weapons and dangerous instruments in any school setting, which not only directly endangers the safety and well being of all members of the school community, but also undermines the educational environment. Appropriate, prompt response is necessary to minimize these dangers and to ensure compliance with N.J. S.A.18A: 37 - 1, et seq. and the Federal Gun - Free Schools Act.

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

### **CONTRABAND**

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

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

### **THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

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

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

### **INTERVENTION & REFERRAL SERVICES (I&RS)**

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

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

education environment.

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

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

### **I&RS PHASES**

1. Request for Assistance
2. Information Collection
3. Parent/Guardian Notification and Participation
4. Problem Solve
5. Develop I&RS Action Plan
6. Support, Monitor and Continue the Process
7. Problem resolved or referral to CST

For more information, please contact Daniel F. Bruce, Principal or visit the following website at

[www.state.nj.us/njded/students/irs/](http://www.state.nj.us/njded/students/irs/)

### **RTI - Response to Intervention** **WIN - What I Need**

**Response to Intervention (RTI)** is a framework that can be used to determine if and how students respond to specific changes in instruction. RTI provides an improved process and structure for school teams in designing, implementing, and evaluating educational interventions.

**What I Need (WIN)** At Elmer Elementary School we continually challenge our students to grow academically. In order to meet the academic needs of all we have instituted a W.I.N. (What I Need) period at Elmer Elementary School for both Kindergarten and 1<sup>st</sup> grades. Students will visit with different teachers/practitioners 4 days a week for thirty minutes providing them with additional time to work on improving skills necessary or enriching areas of strength for educational success. Those students who are in need of intervention will be identified through a screening process.

W.I.N. will be broken up into three intervention cycles and five enrichment cycles. For example, during intervention

students will work on math or literacy skills depending on their individual needs.

### **LABELING**

**We need your help. Please label jackets, coats, lunch boxes, and other personal items taken to school.** Lost items could easily be returned to their owners. Students should check lost and found items in the front foyer when they lose something belonging to them. Any item(s) not claimed by the end of the school year will be either donated or discarded.

### **DISORDERLY PERSONS**

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

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

By order of the  
BOARD OF EDUCATION

### **HARASSMENT, INTIMIDATION, AND BULLYING**

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

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

As per New Jersey Statute, Title 18A:37-1 through 19, the consequences for any pupil who commits acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. However, the Chief School

Administrator may modify a pupil's removal on a case-by-case basis. In addition, the appropriate law enforcement agency may be notified.

To ensure that the harassment, intimidation and bullying policy is understood, please read the district policy online at [www.pittsgrove.net](http://www.pittsgrove.net). To report an incident of Harassment, Intimidation and Bullying, please download a HIB reporting form from the district website and submit it to the main office or guidance counselor. Please reference the HIB process below.

### **The 10 Steps of the HIB Complaint and Investigation Process**

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

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

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

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

Parents, students and others also may make verbal reports.

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

**Step 3: The Investigation** – After receiving the verbal/written report, the principal, or his or her designee, in consultation with the anti-bullying specialist, makes a preliminary determination as to whether a reported incident or complaint, assuming all facts presented are true, is a report within the scope of the HIB law. If so, the principal or

the principal's designee must start an investigation of the act. The school anti-bullying specialist conducts the investigation, in coordination with the principal. If the decision is NOT to initiate an investigation, the parent may appeal to the BOE.

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

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

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

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

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

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

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

address the incident or reduce HIB in the schools.

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

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

- The type of investigation that was conducted;
- Whether or not the district found evidence of HIB, as defined in the ABR; and
- Whether or not discipline was imposed or services were provided to address the HIB.

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

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

requests this hearing, it must be held within 10 days of the parents' request.

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

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

District HIB Coordinator  
Mrs. Gerri Turner  
Schalick High School  
718 Centerton Rd  
Pittsgrove, NJ 08318  
**(856) 358-2054, Ext. 4111**

Pittsgrove Township Website  
[www.pittsgrove.net](http://www.pittsgrove.net)

#### **STUDENT GRIEVANCE PROCEDURE**

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

- An individual student with a grievance, which arises at his/her association with the school, shall indicate in writing, the action that caused the grievance, the reason the student believes it is a grievance, and the relief sought.
- Within 10 days of the date of the alleged grievance, the student shall submit the written form to the office of the Assistant Principal.
- Within 7 school days the Assistant Principal shall render a written decision to the student. The Assistant Principal may hold a hearing in the interim with the student and those involved to elicit facts, if the Assistant Principal so deems it necessary. Should the individual student not agree with the decision of the Assistant Principal, within 5 school days of receipt of the Assistant Principal's decision, all paperwork to date must be submitted to the Principal along with the reason for dissatisfaction of the Assistant Principal's decision.
- The Principal, within 7 school days, shall render a written decision.



- The Principal may hold a hearing, if he deems necessary, to determine all facts. Should the student not be satisfied with the decision of the Principal, the student may appeal it to the Superintendent of Schools within 5 school days of receipt of the Principal's decision--forwarding all paperwork thus far accumulated, in addition to the reasons for the dissatisfaction of the Principal's decision.
- The Superintendent will, under normal operating circumstances, render a written decision within 10 school days of the receipt of the appeal. The Superintendent may hold a hearing in order to better determine the facts of the case. An aggrieved party not satisfied with the decision of the Superintendent of Schools may appeal the decision within 10 school days to the Board of Education. Such requests for an appeal shall be filed, in writing, with all necessary papers with the Secretary of the Board of Education.
- The Board of Education shall, within 30 school days, render a decision. The Board may conduct a hearing if it deems a hearing is appropriate.
- Final authority rests with the Board of Education.

**APPEAL OF AN ADMINISTRATIVE  
DECISION**

A. Definition

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

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

An appeal may be considered if:

1. The specific nature of the incident and facts support an appeal.

2. Detentions, or lesser consequences, are not considered appealable.

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

B. Hearing of Appeals - Procedure

1. An appeal must be expressed in writing by the complainant.
2. An appeal must be filed in the Principal's office by the third (3) school day after the day of the incident and due process conference.
3. Short-term suspensions will be withheld while the appeal process is in progress.
4. Clear and concise reasons must be expressed in writing as to the facts surrounding the immediate suspension/disciplinary action. Opinions, assumptions or unrelated information will not be considered. Only specifics related to the current incident will be entertained.
5. If the written appeal is completed in satisfactory order, every effort will be made by both parties to meet within three school days after receipt of the appeal.
6. If the information provided in the written appeal has merit, the administrator hearing the appeal will establish the date and time in conjunction with both parties. If the appeal is deemed to be without merit, the administrator to have heard the appeal will reply in writing noting the reason for rejecting the appeal.

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

An Advocate's Role:

1. An advocate will have no participation in the conference except to advise the complainant. He/she, may speak to the complainant and offer advice, without

interruption or annoyance to the process. The administrator hearing the appeal may remove the advocate if this procedure is violated.

2. Cross-examination will not take place between parties as all questions must be directed to The administrator hearing the appeal.

#### C. Disposition of an Appeal

1. The administrator hearing the appeal will close the hearing when he/she has determined that all information appropriate to the appeal has been gathered. He/she will render a decision, in writing, within three school days.
2. Any action pending from the issue being appealed will be continued on the first school day following the written disposition of the administrator hearing the appeal.
3. If an appeal is found in favor of the complainant, all suspension days will be expunged from the record.

#### D. Appeals beyond the Principal's Level

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

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

3. The Board of Education shall, within 30 school days, render a decision. The Board may conduct a hearing if it deems a hearing is appropriate.

#### **AFFIRMATIVE ACTION**

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

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

The district Affirmative Action Officer is:

Dr. Scott Goldthorp  
1076 Almond Road  
Pittsgrove, NJ 08318  
(856) 358-3094 Ext. 4014  
[sgoldthorp@pittsgrove.net](mailto:sgoldthorp@pittsgrove.net)

Pittsgrove Township Website  
[www.pittsgrove.net](http://www.pittsgrove.net)

**Elmer Elementary School Code of Conduct**

INFRACTION	Teacher/Staff Actions	Administrative Action (Referral Form)				
		<i>(Prior Actions)</i>	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Bathroom Misconduct (CUS)	Teacher conference with student, teacher calls parent	AW	Guidance Referral Parent Contact	LD/DP(1) Guidance Parent Contact	Disciplinary action at the discretion of Administrator	
Bus Misconduct	Bus driver referral form	AW	Guidance Referral Parent Contact	LD/DP(1) Parent Contact Written notification that next referral will result in bus suspension	1-day bus suspension, Parent Conference	1-3-day bus suspension, Parent Conference
Cafeteria Misconduct (CAV)	Teacher conference with student, teacher contacts parent	AW	Guidance Referral Parent Contact	LD(1) Parent Contact	LD(2) Parent conference	Disciplinary action at the discretion of Administrator
Cheating, Forgery, Altering school documents (AHV)	Teacher conference with student, teacher contacts parent	AW	Guidance Referral Parent Contact	LD/DP (1) Parent Conference	LD/DP (1) Parent Conference	Disciplinary action at the discretion of Administrator
Class Disruption (CB)	Teacher conference with student, teacher contacts parent	AW	LD/DP Guidance Parent Contact	LD/DP (1-2) Guidance Parent Contact	Disciplinary action at the discretion of Administrator	
Excessive Tardiness (LS)	Teacher conference with student, teacher contacts parent	AW Letter to Parent	AW Letter to Parent Guidance	Letter to Parent Guidance Parent Conference Truancy	Disciplinary action at the discretion of Administrator	
Hallway Misconduct (CUS)	Teacher conference with student, teacher contacts parent, teacher detention	AW	DP Guidance Parent Contact	DP(1-2) Guidance Parent Contact	DP(2-3) Guidance Parent conference	Disciplinary action at the discretion of Administrator
Harassment, Bullying, Intimidation, Threatening Comment (BUL, TC)	HIB Referral If deemed HIB, Administrator calls parent/guardian (s) HIB Specialist begins investigation Discipline will be at the discretion of the administrator Please reference our student handbook for more information on the HIB process					

Dress Code (DCV)	Teacher conference with student	AW Parent Contact	DP Parent Contact	DP Parent Contact	Disciplinary action at the discretion of Administrator Parent conference	
Leaving class without permission (CC)	Teacher conference with student, teacher contacts parent	AW Parent Contact	AW Guidance Parent Contact	DP Guidance Parent Contact	Disciplinary action at the discretion of Administrator Parent conference	
Misbehavior with Substitute Teacher (CB)	Teacher conference with student, teacher contacts parent	AW Parent Contact	DP Guidance Parent Contact	DP Guidance Parent Contact	OSS Parent conference	Disciplinary action at the discretion of Administrator
Possession of Electronic Device (CPV)	Teacher conference with student, teacher contacts parent	AW Confiscate device – Parent Conference	LD Confiscate device – Parent Conference	LD/DP Confiscate device – Parent Conference	LD/DP Confiscate device – Parent Conference	Disciplinary action at the discretion of Administrator
Use of profanity and/or obscene gestures, obscene material (CUS, UP)	Teacher conference with student, teacher contacts parent	DP Parent Contact	DP Guidance Parent Contact	DP Guidance Parent Contact I&RS	Guidance Parent conference	Disciplinary action at the discretion of Administrator
Pushing/Shoving (INVC)	Teacher conference with student, teacher contacts parent	AW	DP Guidance Parent Contact	DP Guidance Parent Conference Contact I&RS	Disciplinary action at the discretion of Administrator	
Verbal altercation (ALT)	Teacher conference with student, teacher contacts parent	AW	DP Guidance Parent Contact	DP Guidance Parent Contact	Guidance Parent conference	Disciplinary action at the discretion of Administrator
Leaving school w/o permission (CCL)	Referral Form	Guidance Parent Contact	Guidance Parent Conference	Disciplinary action at the discretion of Administrator		
Violation of Acceptable Use Policy (TEC)	Referral Form	AW Guidance Parent Contact	Technology Restrictions Guidance Parent Contact	DP Guidance Restrict. Parent Conference	OSS Parent conference	Disciplinary action at the discretion of Administrator
Provoking of verbal or physical altercation (ALT)	Referral Form	DP Guidance Parent Contact	DP (2) Guidance Parent Contact I&RS	OSS Parent conference	OSS Parent conference	Disciplinary action at the discretion of Administrator
Disobedience, Defiance, and Disrespect towards authority (INS, DTS)	Referral Form	RD(1) Guidance Parent Contact	DP(2) Guidance Parent conference I&RS	DP(2) Guidance Parent conference	OSS (1) Guidance Parent conference	OSS Parent conference
Disrespect towards	Teacher	AW	DP	DP	DP (2)	Disciplinary

student (DS)	conference with student, teacher calls parent		Parent Contact	Parent Contact	Parent Contact	action at the discretion of Administrator
Theft (TFT)	Referral Form	AW	DP(1) Guidance Parent Contact Restitution	DP(1) Guidance Parent Conference Restitution	OSS(1) Guidance Parent Conference Restitution	Disciplinary action at the discretion of Administrator
Vandalism/ Destruction of Property (VAN)	Referral Form	AW	DP(1) Guidance Parent Contact Restitution	DP or OSS(1) Depending on severity Guidance Parent Conference Restitution	DP or OSS(1) Depending on severity Guidance Parent Conference Restitution	Disciplinary action at the discretion of Administrator
Possession or Distribution of controlled substances (PII, DB)	Referral Form	Guidance SAC Parent Conf. I&RS Disciplinary action at the discretion of Administrator	OSS (4) Guidance SAC Parent Conference I&RS SRO Superint.	OSS (10) Guidance SAC Parent Conference SRO Superint.	Disciplinary action at the discretion of Administrator SRO; Superintendent	
Assault on staff (ASM)	Referral Form	Disciplinary action at the discretion of Administrator Parent Contact/ Conference Guidance	Disc. action at the discretion of Admin. Parent Contact/ Conference Guidance	OSS - could result in long-term suspension/expulsion; possible BOE hearing; psychological assessment and clearance to returned to school may be required. SRO Superint.		
Assault of student (AAS)	Referral Form	Disciplinary action at the discretion of Administrator Parent Contact/ Conference Guidance	OSS(1) Parent Conference SRO Superint.	OSS(2) Parent Conference SRO Superint.	OSS - could result in long-term suspension/ expulsion; possible BOE hearing; psychological assessment and clearance to returned to school may be required. SRO; Superintendent	
Bomb Threat/Pulled Fire Alarm/ Disruption of School (PFA, DB)	Referral Form	Disciplinary action at the discretion of Administrator which may result in OSS Parent Contact/ Conference Guidance	OSS Pending Superintend Hearing; Parent Conference			

		SRO		
Fighting (whether or not the aggressor) (FGT)	Referral Form	Disciplinary action at the discretion of Administrator Parent Contact/ Conference Guidance SRO	Disc. action at the discretion of Admin., which may result in OSS Parent Contact/ Conference Guidance SRO	Disciplinary action at the discretion of Administrator. SRO; Superintendent
Weapons brought to school (WO)	Referral Form	Disciplinary action at the discretion of Administrator SRO; Superintendent		

Elmer Elementary School and Olivet Elementary School are committed to providing safe and orderly classrooms for all students. When classrooms are orderly, teachers are able to teach, and students are able to learn. An important part of your child's education is learning to make correct decisions and to accept responsibility for their behavior.

Most students are very serious about wanting to take full advantage of the time they spend in school. They are conscientious about their academic endeavors and their school behavior. They have a good attitude toward school. To protect your rights and the rights of others, student guidelines have been established.

Recess – Per legislation, P.L. 2018, mc.73, a student shall not be denied recess for any reason, except as a consequence of a violation of the school district's code of student conduct, or based upon the advice of a medical professional, school nurse, or the provisions of a student's Individualized Education Program (IEP) and/or 504 Plan. The recess period should be scheduled in a manner that does not interfere with the implementation of a student's IEP.

For denials based on violations of the school district's code of conduct, students may not be denied recess more than twice per week. Further, these students shall be provided restorative justice activities during the recess period. A restorative justice activity is designed to improve the social-emotional and behavioral responses of students through a less punitive intervention.

A sampling of restorative justice activities but are not limited to:

- Guidance Session geared towards the need for the recess restriction
- Role play – modeling appropriate behaviors
- Reading a book geared towards the need for the recess restriction

**When special circumstances demand, the sequence for disciplinary action will be adjusted to fit the seriousness of the situation. In some instances, a combination of actions may also be employed.**

**Administration has the right to contact the New Jersey State Police if they deem it necessary.**

**NOTE: EMERGENCY REFERRALS MAY WARRANT ADDITIONAL CONSEQUENCES PENDING THE SERIOUSNESS OF THE OFFENSE. PLEASE REFERENCE BOARD POLICIES.**

**POWERSCHOOL CODES:**

<b>AAS</b>	<b>(Assault on Student)</b>	<b>DCV</b>	<b>(Dress code violation)</b>
<b>ALT</b>	<b>(Altercation)</b>	<b>DS</b>	<b>(Disrespect towards student)</b>
<b>ASM</b>	<b>(Assault on Staff)</b>	<b>DTS</b>	<b>(Disrespect towards staff)</b>
<b>BB</b>	<b>(Bus Behavior)</b>	<b>FGT</b>	<b>(Fighting)</b>
<b>BUL</b>	<b>(Bullying, Harassment, Intimidation)</b>	<b>INVC</b>	<b>(Inapp. Nonviolent Contact)</b>
<b>CAV</b>	<b>(Cafeteria Violation)</b>	<b>LS</b>	<b>(Late to school)</b>
<b>CB</b>	<b>(Class Behavior)</b>	<b>PFA</b>	<b>(Pulled Fire Alarm)</b>
<b>CC</b>	<b>(Cut Class)</b>	<b>PII</b>	<b>(Possession of Inappropriate Item)</b>
<b>CCL</b>	<b>(Cut Class Left School Property)</b>	<b>TC</b>	<b>(Threatening Comment)</b>
<b>CPD</b>	<b>(Cut Staff Detention)</b>	<b>TEC</b>	<b>(Technology/Computer Violation)</b>
<b>CPV</b>	<b>(Cell phone/Electronic Devices)</b>	<b>TFT</b>	<b>(Theft)</b>
<b>CUS</b>	<b>(Conduct Unbecoming)</b>	<b>UP</b>	<b>(Obscene Language/Act)</b>
<b>CV</b>	<b>(Computer Violation)</b>	<b>VAN</b>	<b>(Vandalism)</b>
<b>DB</b>	<b>(Dangerous Behavior)</b>	<b>WO</b>	<b>(Weapons Offense)</b>

**ADMINISTRATIVE ACTION CODES:**

<b>AW</b>	<b>(Administrative Warning)</b>
<b>LD</b>	<b>(Lunch Detention)</b>
<b>RD</b>	<b>(Recess Detention) (Directed Play Restriction)</b>
<b>OSS</b>	<b>(Out-of-school Suspension)</b>
<b>SAC</b>	<b>(Substance Abuse Coordinator)</b>
<b>SRO</b>	<b>(School Resource Officer)</b>
<b>I&amp;RS</b>	<b>(Intervention &amp; Referral Services)</b>
<b>Superint.</b>	<b>(Superintendent-matter referred to)</b>

The Student Code of Conduct is also available at [www.pittsgrove.net](http://www.pittsgrove.net).

