**OLIVET**

**ELEMENTARY SCHOOL**

**STUDENT / PARENT HANDBOOK**

**2023-2024**

OLIVET ELEMENTARY SCHOOL

235 SHEEP PEN ROAD

PITTSGROVE, NJ 08318

Phone: (856) 358-2081 Fax: (856) 358-0231

 **Tino J. Monti, Principal**

 **Pride Is Our Guide**

**PITTSGROVE TOWNSHIP BOARD OF EDUCATION**

Dr. Emily Cannon, President

Andrea Foster, Vice President

Angie Bradley Timothy Hack Elisa Moll Samuel Wheaton

Steve DiMatteo Denzil Hardman Jean Sparacio Scarani

 **CENTRAL ADMINISTRATION**

Dr. Courtney McNeely, Superintendent of Schools

Darren Harris, Business Administrator/Board Secretary

Dr. Scott Goldthorp, Chief Academic Officer

**OLIVET ELEMENTARY SCHOOL STAFF**

**Tino J. Monti, Principal**

Heather Sbrana, Executive Secretary - ext. 4610

Carrie Giocondo-Weiner, Attendance Secretary - ext. 4611

**Second Grade**

Lisa Fanz, Emeline McEvoy, Karen Morton, Maria Ricci, Janel Umbra

**Third Grade**

Kelsey Chard, Christine Laspata, Christina Meyers, Jennifer Podehl, Carissa Quinn, Chelsea Seddon

**Fourth Grade**

Brittany Antonelli, Alicia Bottino, Randi Jeffers, Jamie Mehaffey, Sarah Molloy

**Art Guidance Media Center**

Susan Duncan Tiffany Duca Gwen Acosta

**Music P.E. & Health School Nurse**

Jason Ragan Irene Krawiec Nicole Bruno

**Spanish Special Education Speech**

Joyce Moskalow Melissa O’Brien (2nd) Kristin Messeck

 Karen DuBois (3rd)

 Brenda Yuhaze (3rd)

Emily Camp (4th)

Brittany Snodgrass (4th)

 Erica Wriggins (4th)

 Kristin Craner (MD)

 Ron Walters (BD)

**MISSION STATEMENT**

Olivet School is committed to creating an environment where all students reach their highest level of academic, emotional and social achievement.

Our District Motto is P.R.I.D.E.- **P**atience, **R**espect, **I**ntegrity, **D**iligence, and **E**mpathy.

All members of the school community will strive to create a safe environment where students demonstrate P.R.I.D.E., and will be able to develop into productive global citizens.

At Olivet School, Pride is Our Guide.

**PRINCIPAL’S MESSAGE**

Dear Parents and Students,

I would like to welcome everyone back to Olivet School. I hope the students are excited to return to school. I know I am excited to begin the 2023-24 school year. It is important that parents and students understand that the staff at Olivet will continue to maintain high standards for academics and behavior. Teachers will work hard to meet the individual needs of students and we will ALL strive to help students make academic, social, emotional, and behavioral progress.

As educators, we recognize the value a supportive home life can be for students. One of the things I admire most about the parents I have come in contact with is the involvement in their child’s schooling. Therefore, I implore ALL parents to involve themselves in their child’s education. Support our school, your child’s teacher, and always be an advocate for your child.

It is imperative that students, parents, teachers, and administrators communicate openly and work together for the betterment and overall growth of students. As always, if I can be of any assistance during the school year, please do not hesitate to reach out to me.

Sincerely,

Tino J. Monti,

Principal

**ARRIVAL AND DISMISSAL**

Olivet Elementary School begins the school day at 9:00 am and dismisses at 3:36 pm.

**Students not riding the bus may arrive at school no earlier than 8:50 unless enrolled in the SACC Program**. From 8:50 am – 9:05 parents will be able to drop off students across the back of the school building. You will not be permitted to exit where you entered from Sheep Pen Road due to bus arrivals. Students arriving after 9:15 will be considered tardy unless lateness is due to failure of the bus to arrive on time or doctor’s office visit with a note. The dismissal bell rings at 3:36 pm.

**Parents are not allowed to visit classrooms during Arrival & Dismissal times; due to our teachers’ need to be vigilant to the safety & well being of our students at that time.** **A note is required for children being picked up.** They 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. Anyone picking up a student MUST BE at least 18 years of age and must be able to show a photo ID upon request. **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 with 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.

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.

Illness – **Fever**. If a student is sent home by the school nurse with a fever, the student will be considered “absent” for the following day. Students with a temperature over 100 must be fever free for 24 hours without the use of fever reducing medicine before returning to school. The school nurse will handle notification to the attendance secretary in such cases.

Responsibility for having children attend school lies with the parents/guardians. It is important that children attend school unless they are ill. Asking that a child leave before the end of a school day disrupts the continuity of the program. Please try to arrangeappointments 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 marking period, **the appropriate documentation to excuse an absence must be submitted within ten (10) school days of the absence or it will not be accepted.**

**Truancy**

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

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

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

**More than 10 days –** referral to Truancy Court

**(Attendance is also indicated on Report Cards and in PowerSchool)**

**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 son/daughter’s progress.

For family vacations, a vacation form must be submitted to the Main Office at least ten (10) school days prior to leaving. 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. All 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 Olivet 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. Bus problems related to traveling on the bus or at the bus stop are to be referred to Mr. Monti, Principal. All other problems are referred to the Transportation Coordinator at 358-3094 ext. 4823.

**Students not riding buses MAY NOT be dropped off at school before 8:50 am.**

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

**Riding Another School Bus:**

Arrangements to ride another bus must be for a five-month period: September through mid–February or mid-February through June. **Requests for mid- year changes must be received by the principal in writing by January 2024.** These requests will be given to the Transportation Supervisor and parents will be notified as to whether such arrangements can be accommodated.

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

**CAFETERIA**

**The Cafeteria will be serving breakfast daily to all students in grades 2 through 4. The price for breakfast will be $1.60. The free and reduced price for Breakfast is $0.00. The first day of breakfast will be Friday, September 8th. Students must be on time and no later than 9:10 A.M. to receive breakfast.**

**The Cafeteria will also be serving lunches daily to all students in grades 2 through 4. The price for a complete lunch is $3.00 The price for free and reduced Lunch is $0.00. Payment for school lunches can also be made through** [**myschoolbuck.com**](http://myschoolbuck.com/)**. You may also send in check/cash payments. Please put payment in an envelope clearly marked with the student's first and last name and teacher’s name made out to Pittsgrove Cafeteria. (Prices subject to change.)**

**CARE OF SCHOOL PROPERTY**

Students are responsible for taking care of all school property including any and all books and technological devices. Any damage must be paid for. All borrowed materials must be returned in the same condition as issued. Deliberate destruction of school property, books, chrome books, equipment and other materials will be grounds for serious disciplinary action.

Parents/Guardians, as a reminder you are responsible for the rules & regulations outlined for the care, maintenance and student responsibility of District Issued Devices. This applies to all Pittsgrove Township issued technology, including desktop computers, IPads, laptops, etc.

Violation of the Student Code of Conduct Computer/Technology offenses will be addressed through each school’s Code of Conduct. This includes, but is not limited to, minor infractions (playing games, chatting, etc.) or major infractions (hacking, identity theft, hijacking someone else’s account, etc.).

The financial burden of repairs due to damages caused by your child will be as follows:

**PART / COMPONENT COST**

· DISTRICT ISSUED DEVICE SCREEN $40

· DISTRICT ISSUED DEVICE KEYBOARD $20

· UNIT REPLACEMENT CHROMEBOOK $150

· UNIT REPLACEMENT TOUCH SCREEN CHROMEBOOK $180

· IPAD REPAIR (TBD BY TECHNOLOGY DEPT)

Please visit [www.pittsgrove.net](http://www.pittsgrove.net) for information regarding use and care of our Chromebook/Touchpad Devices.

**CHANGE OF ADDRESS OR TELEPHONE NUMBER**

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

**CUSTODY/GUARDIANSHIP/PARENT VISITATION**

Any custodial parent changes or visitation changes that affect pick up and drop off must be reported to the office immediately to ensure the safety of your child. Additionally, court papers must be submitted and filled immediately upon your receipt. Reporting any parental and/or visitation changes to your child’s teacher is not sufficient. **The office must be notified of any changes immediately. 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.

**CODE OF COMMUNITY CONDUCT**

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

**RESOURCES**

**Community-Based Health and Social Service Providers**

A list of community-based health and social service provider agencies that are available to support students’ families, includes:

**Hospitals**

Salem Medical Center

310 Woodstown Rd., Salem, NJ 08079

856-935-1000

Inspira Medical Center – Elmer

501 West Front Street, Elmer, NJ 08318

856-363-1000

Inspira Medical Center – Vineland

1505 West Sherman Ave., Vineland, NJ 08360

856-641-8000

Inspira Health Center – Bridgeton (formerly Bridgeton Hospital)

333 Irving Avenue, Bridgeton, NJ 08302

856-575-4500

<http://www.inspirahealthnetwork.org/>

**Dental**

Southern NJ Family Medical Center

235 Broad Street, Salem, NJ 08079

856-935-7711

www.sjfmc.org

Bring proof of income, utility bill for proof of residency, identification for guardian and for

child.

Mobile Dentist “Smile Programs”

888-833-8441

Will come to the school twice a year. They will do examinations, fluoride treatments, fluoride varnish, x-rays, cleanings, sealants, and help set up grants for those in need.

[www.mobiledentists.com](http://www.mobiledentists.com)

**Dental for Students with Special Needs- (**If insured, call:)

Dr. Beck

3071 East Chestnut Ave., Suite D-10

Vineland, NJ 08360

856-205-0099

Dr. Nussbaum

188 Fries Mill Road, Suite K-1,

Turnersville, NJ 08012

856-629-0222

[www.dentistryforspecialpeople.com](http://www.dentistryforspecialpeople.com)

If using Medicaid University Dental (Camden County):

Signature Smiles

Call Janet Periconi – Special Needs and Pediatric Dentistry Coordinator

*Vineland Office* – 1103 West Sherman Avenue, Vineland, NJ 08360

856-692-5530

*Vineland Office* – 120 S. 6th St., Vineland, NJ 08360

856-692-5666

*Pennsville Office* – 370 N. Broadway, Pennsville, NJ 08070

856-299-0030

*Carneys Point Office* - 266 Georgetown Rd, Carneys Point, NJ 08069

856-299-0030

[www.signsmiles.com](http://www.signsmiles.com)

**Vision**

Commission for the Blind – Southern Regional Office

2201 Rt. 38 East, Suite 600

Cherry Hill, NJ 08002

856-482-3700

Counties served: Atlantic, Burlington, Camden, Cape May, Cumberland, Salem and Gloucester

Gift of Sight (LensCrafters)

Cumberland Mall

856-825-6622; fax 856-825-6658

To make an appointment for an eye exam – 856-825-8999

Bridgeton Lions Club

Michael Cudemo

43 Pineview Terrace

Bridgeton, NJ 08302

856-358-2262

**Health Departments**

Cumberland County Health Department

309 Buck Street

Millville, NJ 08332

856-327-7602

[www.co.cumberland.nj.us/ccdoh](http://www.co.cumberland.nj.us/ccdoh)

Salem County Health Department

98 Market Street, Salem, NJ 08098

856-935-7510

[www.salemcountynj.gov](http://www.salemcountynj.gov)

**Insurance**

NJ Family Care

[www.njfamilycare.org](http://www.njfamilycare.org)

800-701-0710

**Clinics**

Southern Jersey Family Medical Center

238 East Broadway

Salem, NJ 08079

856-935-7711

Memorial Hospital of Salem County

301 Woodstown Road, 3rd Floor

Salem, NJ 08079

856-935-1000

STD Clinic – Monday

HIV testing – Every other Monday

Shots for Tots – Second Thursday

Cancer Screening Program – 856-935-7510

Complete Care Network

Bridgeton Clinic

265 Irving Avenue

Bridgeton, NJ 08302

856-451-4700

NJ Department of Human Services

PO Box 728

Trenton, NJ 08625-0728

609-292-0600

Family Info. Line: 1-800-335-3863

<https://nj.gov/health/>

Tri-County Community Services

Call this number for assistance: 856-935-0944

Salem County Board of Social Services

147 S. Virginia Avenue

Penns Grove, NJ 08069

856-299-7200

Ø Food stamps

Ø Welfare

Ø Cash assistance (TANF)

<https://www.scbssnj.org/>

Salem County Interagency Council

Inter Agency Council

98 Market St. 2nd Floor

Salem, NJ 08079

856-935-7747

[www.salemcountynj.gov/departments/inter-agency-council/](http://www.salemcountynj.gov/departments/inter-agency-council/)

Salem County Office for Autism

390 N. Broadway # 1200

Pennsville, NJ 08070

856-678-9400

<http://www.salemcntycenterforautism.org/>

Department of Developmental Disabilities

Counties Served: Atlantic-Cape May-Cumberland-Salem

512 Atlantic Ave. Suite 205

Mays Landing, NJ 08330

<https://nj.gov/humanservices/ddd/home/>

**Church Assistance/Food Pantries**

South Jersey Food Bank

1501 John Tipton Boulevard

Pennsauken, NJ 08110

856-963-3663

[www.foodbanksj.org](http://www.foodbanksj.org)

St. Mary’s Church

732 Morton Avenue

Rosenhayn, NJ 08352

856-451-8763

Olivet United Methodist Church

933 Centerton Road

Elmer, NJ 08318

856-358-3232

Elmer United Methodist Church – Peter’s Pantry 21

South Main Street

Elmer, NJ 08318

856-358-0135

**Miscellaneous**

Bassetti Photo “Coats for Kids”

Free coats. A letter of request from the principal on school letterhead should be faxed to: 856-697-4224 – Attn: Carol

Indicate gender and size in letters. This is usually from November 1st to February 15th of each year.

Free Educational Programs

Salem County Public Health

856-935-7510 x8302

<https://health.salemcountynj.gov/>

**DIRECTED PLAY / RECESS**

Students should bring sneakers each day for recess. Students will also have extra Directed Play weekly, which is planned by the classroom teacher. In order to provide children with a change of environment and assist in meeting the physical education requirement, classes will go outside on moderately cool days. We ask that they be dressed appropriately with gloves/ mittens, hats and warm footwear on colder days.

**DRESS CODE**

Dress Code enforcement begins at home. Parents/guardians have the primary responsibility of making sure their children understand and adhere to the Olivet Elementary School dress code, and arrive at school appropriately dressed and groomed.

**Clothing:**

* Any type of dress or grooming which is disruptive such as shirts with inappropriate

 slogans, TV programs or advertising is NOT permitted

* Belly shirts, midriffs, see-through clothing, tube tops/dresses, or top/dresses that expose cleavage or bare backs will not be permitted.
* 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. Clothing must be properly buttoned at all times.
* Sleeveless undershirts are not permitted at any time.

**Footwear:**

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

**Headwear:**

* Hats and other head coverings are not permitted unless part of a “special” day event or for religious/ cultural reasons.

**Parents may be contacted to bring a change of clothing to school for their child if attire is found to be inappropriate. Please see the student code of conduct for information regarding discipline & student dress.**

**DRESS CODE (GYM)**

Children need to dress appropriately on days that they have gym. Students need to wear socks and sneakers on those days. Earrings need to be removed prior to gym class.

Any student who is not dressed appropriately will not be able to participate in gym class. The safety of your children is very important to us, so we are requesting your support in this matter.

**EARLY SCHOOL CLOSINGS**

The following dates are scheduled for **1:00pm dismissal**:

 **October 6, 2023 (Friday)** – Professional Development Day

 **November 6, 7, & 8, 2023 (Mon, Tues, Weds)** - Parent Conferences

**November 22, 2023 (Wednesday)** - Thanksgiving

 **December 22, 2023 (Friday)** – Winter Break

**February 15, 2024 (Thursday)** - Professional Development Day

 **March 22, 2024 (Friday)** – Parent Conferences

 **March 27, 2024 (Wednesday)** – Spring Break

 **June 12, 2024 (Wednesday)** – Professional Development Day

 **June 13, 2024 (Thursday)** – Professional Development Day

 **June 14, 2024 (Friday) –** Last Day for Students

**EMERGENCY SCHOOL CLOSINGS**

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 the School Messenger phone call system to call you with closing information. **If Olivet School must dismiss students at 1:00 pm or sooner due to weather conditions or an unexpected emergency, your child should know where he/she should go in case you are not home. Please remember it may not be possible to contact all parents prior to emergency closing, even using the School Messenger call system.**

**ATTENTION PARENTS:**

A situation may occur at any time during the school year, which could necessitate the need for an early dismissal. Please discuss such possibilities with your children to alleviate any fear or confusion on their part. They should know what to do and where to go should such a situation occur. If you have concerns about possible early dismissal due to storm conditions, snow or a possible unanticipated school emergency, please contact the office as soon as possible.

**FIELD TRIPS**

All students must be transported by school bus to and from all Field Trips, including Field Day. Students may be signed out in the office upon return. No pupil should be denied participation in a field trip due to financial need. Our PTO generously contributes to the costs of our Field Trips.

 **NOTE: The school nurse may determine when parent chaperones are warranted due to certain medical conditions.** There are many opportunities for parents to participate in school activities and we encourage parent participation. With that being said, we do not encourage parents to drive to field trip locations when not selected as a chaperone. This creates confusion and possible safety issues.

**GRADING POLICY**

***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.

**Trimester dates are as follows**

Midpoint 1st Trimester - October 19, 2023

End of 1st Trimester - December 6, 2023

Midpoint 2nd Trimester – January 26, 2024

End of 2nd Trimester - March 14, 2024

Midpoint 3rd Trimester – May 1, 2024

End of 3rd Trimester - June 14, 2024

**Final grades will be available a week following the end of each trimester. While student report cards will still be sent home, students’ grades will also be available online in Powerschool.**

**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.

**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** – Following any verbal report of HIB to the principal, the principal must inform the parents of all suspected student offenders and suspected student victims within 24 hours. If it is appropriate to the situation, the principal may discuss the availability of counseling and other intervention services**.** The principal must also submit a written letter to each set of parents explaining the allegation(s) and process.

**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.

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 office. If you have questions or concerns regarding an HIB case or the district policy, please contact:

Ms. Tiffany Duca Mrs. Gerri Turner

HIB Specialist District HIB Coordinator

Olivet School A.P. Schalick High School

235 Sheep Pen Road 718 Centerton Road

Pittsgrove, NJ 08318 Pittsgrove, NJ 08318

856-358-2081 ext. 4690 856-358-2054 ext. 4111

tduca@pittsgrove.net gturner@pittsgrove.net

 **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 a close watch on all children. If illness occurs, the school nurse will attempt to notify parents. If your child has been hospitalized or is absent from school for any illness lasting more than five consecutive days, a note from your family physician is required before your child may return to school. Students will be sent home for the following reasons: **having a temperature of 100 or above.** (They must be fever free without Tylenol or other medication for 24 hours before returning to school) **having a severe cough or cold and having diarrhea and/or vomiting** (must be over for 24 hours before returning).

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

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

Any student suspected of having a “nuisance” disease; namely, Impetigo, Ringworm, Pinkeye (conjunctivitis) Recurring Head Lice (pediculosi), Scabies (mites under the skin), or any questionable rash he/she 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 should 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 leveled by the pharmacy or physician.
4. **Nonprescription medications, i.e. aspirin, ointments, cold tablets, etc, cannot be given without prior written consent of the child’s parent/guardian, and physician.**
5. Parents or guardians are to bring medications to the Nurse’s Office. Students may not carry medications to school on the school bus.
6. The nurse administers all medications unless the parent is present to do so.
7. Any pills out of the original container will not be administered.

**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 level assignments missed due to legal absence from school, except those requiring special materials, **must be completed upon returning to school.** Each classroom teacher will determine the appropriate length of time required to complete the make-up work. However one day for each day absent should be sufficient.

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 explain what the work is. 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, rather than answering the questions or writing for your child.
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 always involve 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 a question about an assignment.

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

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

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

I&RS is a school based, problem solving group whose purpose is to assist teachers with strategies for dealing with student learning and /or behavior problems. This group meets periodically to seek creative ways to maximize the use of available regular education resources.

Response To Intervention (RTI) will be the format used to meet the needs of our struggling students. 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.

Questions regarding the I&RS process should be directed to Ms. Duca, Guidance Counselor.

Areas addressed are: - academic, behavioral, or medical.

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 Tino J. Monti, Principal or visit [www.state.nj.us/njded/students/irs/](http://www.state.nj.us/njded/students/irs/).

**What I Need (WIN)** At Olivet 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 Olivet School for 2nd – 4th 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**

**PARENTS! We need your help. Please label jackets, coats, lunch boxes, and other personal items taken to school,** solost items can easily be returned to his/her owner. Students should check lost and found items in the office and also in the gym when they lose something belonging to them. All unclaimed items will be disposed of once a month.

**PARENT TEACHER CONFERENCES**

Parent Teachers Conferences will be held on **November 6, 7, 8, 2023** and **March 22, 2024.**

Conference information will be given in a timely fashion. Students will be dismissed at 1:00 pm on these days. **Attendance at Parent Conferences at this time is strongly encouraged. Additional meetings may also be requested by parents or teachers during the school year as needed.**

**PARTIES & CELEBRATIONS**

Due to Federal Regulations, traditional “party foods” are no longer permitted in schools. We like to celebrate holidays, however we are restricted on the types of foods we can offer/serve our students. We will be distributing a list of “**healthy food options**” which are permitted under the regulations for our holiday celebrations. We will provide a list of celebration options to help us celebrate birthdays such as donating a book to the library, sending in a special book to be read to the class, or completing a simple craft with the class. **No snacks will be permitted for birthday celebrations.**

Additionally, **a maximum number of three parents at a time per class may assist with classroom activities. Siblings are not permitted to attend with parents during the school day to assist with classroom activities and parties.** We will be discussing this topic at the first PTO meeting in the fall. 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.

**PERSONAL PROPERTY**

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

**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.

**GIFTED - TALENTED PROGRAM POLICY**

A copy of the complete Gifted–Talented Program, K- 12 may be obtained at the school office or on our district website.

**PROMOTION AND RETENTION POLICY** (ELEMENTARY SCHOOL) **Policy BOE 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. 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, 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 will be held at Olivet School. Dates of those meetings will be included on the monthly

school calendar.

|  |  |
| --- | --- |
|  |  |

**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. **You must report to security upon arrival to meet and sign your child out before he/she can be dismissed. Please make sure the person that is picking your child up has valid identification with them as they may be asked to present it.** Although we realize that an early dismissal may be necessary at times, we discourage this practice.Students that are being dismissed early are missing valuable instructional time. **We ask parents to make every effort to schedule medical and dental appointments after school hours.**

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

**RETURNING TO SCHOOL AFTER SCHOOL HOURS**

On many occasions, students return to school to get books and materials needed to complete their homework assignments. However, they are reminded of their assignments, what books they will need and have sufficient time to pack their bags. We ask that parents help us in making children responsible for doing this.

 **Please do not drive your child back to school to get books and materials they “forgot”.**

Remember doors will be locked after children leave and custodians are not to allow anyone in the building.

**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 3rd 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 3rd 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:

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

Please be advised that the SACC charges for each incident are as follows, full day of school $16.00 and ½ day of school $11.00. ***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.

**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.

Olivet SACC hours are 6:30 AM to 9:00 AM before school and 3:36 pm to 6:00 pm after school.

Call 358-3094 ext. 4034 for more information and costs.

**SCHOOL INFORMATION**

 School Address:

 Olivet Elementary School

 235 Sheep Pen Road

 Pittsgrove, NJ 08318

 Phone (856) 358-2081

 Fax (856) 358-0231

 District Telephone Numbers:

 Norma School 358-6904

 Elmer School 358-6761

 Middle School 358-8529

 Schalick High School 358-2054

 Child Study Team 358-7080

 SACC (Olivet Site) 358-6175

 SACC Billing Office 358-3094, ext. 4034

 Pittsgrove Township Board of Education

 Superintendent 358-3094

 Business Office 358-3094

 Transportation 358-7072

 Olivet School / Office Hours:

Office 8:00 AM to 4:00 PM

 School day begins at 9:00 AM and ends at 3:36 PM.

**SCHOOL MASCOT AND COLORS & PRIDE**

The Olivet School mascot is an Owl and School colors are green 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.

**SCHOOL MOTTO**

**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 every day.

**STUDENT SALES**

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

**TARDINESS**

Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause loss of instructional time. Any child who arrives at school after announcements is considered late. Please refer to our Tardiness consequences in our Student Code of Conduct.

**TELEPHONE CALLS FOR ABSENCES**

It is vital that you contact Olivet School when your child (ren) is/are absent. Please call the office at 358-2081 ext. 4611 between 8:00 AM and 9:30 AM with the following information:

a. Student’s name

b. Grade/Teacher

c. Reason for absence

d. Anticipated date of return

***\*\*You may also call and leave this message at any time of day or night*\*\***

If we do not receive a phone call or a parent note prior to or upon your child’s return to school, your child will be considered truant from school and will be reported as such to the State Department of Education. We will call you using our School Reach calling system for any type of absence. This is part of how our system operates. If your child will be absent for an extended period of time, it will only be necessary to call the first day of absence and indicate the number of days your child will be out. You may also send a note with a brother or sister to inform us about an extended absence.

**TESTING PROGRAM**

Various tests will be given during the school year to ascertain each child’s strengths and weaknesses in computation and communication. Second, Third & Fourth grade students will take various Benchmark Assessments in reading, writing, and mathematics. All students will also take the NWEA MAP Test three times a year in September, December, and March. Third & Fourth grade students will also take the NJSLA assessment in the month of May.

**TRANSFERS**

If you are moving, please notify the school office immediately so that transfer papers 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, he/she should report it to his/her teacher immediately so that damage is not misconstrued as vandalism. SEE DISCIPLINE CODE

**VISITORS**

**For security and educational reasons** visitors must report to the security desk. School doors will be locked each day after the bell rings. For the safety of our children, a bell has been installed on the front door of the school. Ring the bell and the security desk will buzz you in. Please report directly to the security desk to sign in, and make sure you have valid identification with you, as you will be asked to present it. If you are attending a school program in the evening, doors nearest the performance area will be unlocked for entrance. **Doors will not be opened for students to get homework, books, and other materials needed to complete an assignment.** 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, fidget spinners, water pistols, radios, head sets, D.S’s computer games, IPods, and other electronics such as Gameboy, etc., playing cards, Yu-Gi-Oh cards, Pokemon cards and any other type of trading cards. Items deemed inappropriate or disruptive will be confiscated and returned to parents at a later time.

Students are not permitted to have cell phones at Olivet School. Cell phones will be confiscated and returned to the parent only. Other disciplinary action may occur for according to the Code of Conduct. The possession of a weapon as defined by school policy will result in suspension and possible legal action.

**2023-2024 PITTSGROVE TOWNSHIP SCHOOLS CHAIN OF COMMAND**

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. School Counselor

4. Principal

5. Superintendent

6. 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 (Middle or High School Only)

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 & 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 & 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

**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

**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 injuries property, may where the damage does not exceed the sum of $200, be adjudged a disorderly person.

**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.

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.

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

An Advocate's Role:

1. An advocate will have no participation in the conference except to advise the complainant. He/she may speak to the complainant and offer advice, without interruption or annoyance to the process. The administrator hearing the appeal may remove the advocate if this procedure is violated.

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

**C. Disposition of an Appeal**

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

2. Any action pending from the issue being appealed will be continued on the first school day following the written disposition of the administrator hearing the appeal.

3. If an appeal is found in favor of the complainant, all suspension days will be expunged from the record.

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

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

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

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

**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 Principal.
* Within 7 school days the Principal shall render a written decision to the student. The Principal may hold a hearing in the interim with the student and those involved to elicit facts, if the Principal so deems it necessary. Should the individual student not agree with the decision of the Principal, within 5 school days of receipt of the 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 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.

By order of the

BOARD OF EDUCATION

**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 Rd.

The district Affirmative Action Officer is:

Mr. Scott Goldthorp

1076 Almond Road

Pittsgrove, NJ 08318

856-358-3094 ext. 4014

sgoldthorp@pittsgrove.net

**Olivet Elementary School**

**Administrative Guidelines For Student Code of Conduct**

**Infraction Teacher/Staff Administrative Action (Referral Form)**

 **Actions**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *Prior Actions* | 1st | 2nd | 3rd | 4th | 5th |
| BathroomMisconduct(CUS) | Teacher conference with student, teacher calls parent, | DP restriction discretion of administrator Parent Contact | DP restriction,GuidanceParent Contact | Discipline at the discretion of the administrator- parent conference- multiple DP restrictions- depending on severity or number of offenses OSS |
| Bus Misconduct | Bus driver referral form | AWDP restriction discretion of administratorParent Contact via phone or bus referral | DP restriction, Parent Contact via phone. Written notification that next bus violation will result in a bus suspension.  | 1- day bus suspensionParentContact | 2- day bus suspensionParent Contact | 3- day bus suspensionParent Conference\*Possible removal from bus for remainder of year |
| Cafeteria Misconduct(CAV) | Referral Form orTeacher conference with student, teacher calls parent, | AW | LDParent Contact | LD (2)Parent Contact | LD (3) Parent Conference | Disciplinary action at the discretion of administrator |
| Cheating, Forgery, Altering school documents(AHV) | Teacher conference with student, teacher calls parent, teacherdetention | AW | DP restriction,GuidanceParent Contact | DP restrictionParent Conference | DP (2)Parent Conference | Disciplinary action at the discretion of administrator |
| Class Disruption(CB) | Teacher conference with student, teacher calls parent | AW | DP restriction,GuidanceParent Contact | DP (2)detention,GuidanceParent Contact | Disciplinary action at the discretion of administrator- Parent conference with teacher & administrator |
| Excessive Tardiness(LS)         | Teacher conference with student, teacher calls parent. After 4th tardy, disciplinary action at discretion of administrator | AW(prior to 4th tardy) | AWLetter to parentGuidance | Letter to parentGuidanceTruancy | I&RS | If excessive lateness and/or absences persist, truancy charges |

**Infraction Teacher/Staff Administrative Action (Referral Form)**

 **Actions**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *Prior Actions* | 1st | 2nd | 3rd | 4th | 5th |
| Hallway Misconduct(CUS)     | Teacher conference with student, teacher calls parent,Teacher detention | AW | DP restrictionParent Contact | DP (2)RestrictionParent Contact | Disciplinary action at the discretion of the Administrator |
| Inappropriate Display of Affection(CUS) | Teacher conference with student, teacher calls parent, Guidance | AWParent Contact,Guidance, DP restriction | GuidanceParent ConferenceDisciplinary action at the discretion of Administrator  |
| Harassment, Bullying, Intimidation, Threatening Comment(BUL, TC) | -HIB Referral-If deemed HIB, Administrator calls parent(s)- HIB Specialist begins HIB investigation-Discipline will be at the discretion of the administrator and will depend on the severity of action(s).-Please reference our student handbook for more information on the HIB process |
| Dress Code(DCV) | Teacher conference with student, Administrative letter | AWParent ContactAdministrative letter | Parent ContactParent will bring change of clothes | DP restrictionParent ContactParent will bring a change of clothes | DP RestrictionParent ContactParent will bring a change of clothes | DP restriction Parent/Admin ConferenceParent will bring a change of clothes |
| Leaving class without permission(CC) | Teacher conference with student, teacher calls parent, DP detention | Administrative conference with student, DP restriction, ParentContact | DP restriction (2), Guidance,Parent Contact | Disciplinary action at the discretion of administrator- Parent conference May result in OSS |
| Misbehavior with Substitute Teacher(CB) | Teacher conference with student, teacher calls parent, DP restriction | Administrative conference with student, DP restriction, Parent Contact | DP restriction, GuidanceParent Contact | DP restriction (2)Guidance,Parent Contact | OSSParent Conference |

**Infraction Teacher/Staff Administrative Action (Referral Form)**

 **Actions**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *Prior Actions* | 1st | 2nd | 3rd | 4th | 5th |
| Use of Electronic Device without permission(CPV) | Teacher conference with student, teacher calls parent,DP restriction | AWConfiscate device- Parent Conference | DP restrictionConfiscate device- Parent Conference | DP restriction (2)Confiscate device, Parent ConferenceStudent no longer permitted to bring device to school. | Disciplinary action at the discretion of Administrator |
| Use of profanity and/or obscene gestures, obscene material(CUS, UP) | Teacher conference with student, teacher calls parent, AW | DP restrictionParent Contact | DP restriction (2), GuidanceParent Contact  | DP restriction (2), GuidanceParent Conference | Disciplinary action at the discretion of Administrator |
| Pushing/Shoving(INVC)     | Teacher conference with student, teacher calls parent | AW DP restrictionParent Contact | DP (2) restriction,GuidanceParent Contact | DP (2) restriction,GuidanceParent Conference | Disciplinary action at the discretion of Administrator |
| Verbal altercation(ALT) | Teacher conference with student, teacher calls parent | AW(See “Use of Profanity” if profanity is used)Guidance | DP (1) restriction,GuidanceParent Contact | DP (2) restriction,GuidanceParent Conference |  |
| Failure to attend DP detention (restriction)(CPD) | Referral Form | DP restrictionParent Contact | DP restriction (2), Guidance,Parent Conference | Parent ContactDisciplinary action at the discretion of Administrator |
| Leaving school without permission(CCL) | Referral Form | DP restriction,GuidanceParent Contact | DP (2) restriction, GuidanceParent Conference | OSSParent Conference | OSSParent Conference |
| Violation of Acceptable Use Policy(TEC) | Referral Form | AWGuidanceParent Contact | Technology restriction,Guidance restrictions,Parent Contact | Technology restrictionDP restrictionParent Conference | OSSParent Conference |

**Infraction Teacher/Staff Administrative Action (Referral Form)**

 **Actions**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *Prior Actions* | 1st | 2nd | 3rd | 4th | 5th |
| Disobedience, Defiance, and Disrespect towards authority (INS, DTS) | Referral Form | DP restriction,GuidanceParent Contact | DP (2) restriction,GuidanceParent Contact | DP (2) restriction,GuidanceParent Conference,I&RS | OSS (1) Guidance,Parent Conference | OSS (2)Parent Conference |
| Theft(TFT) | Referral Form | DP restriction,Guidance,Parent Contact,Restitution | DP restriction (2), Guidance,Parent Conference,Restitution  | OSS (1),Guidance,Parent Conference,Restitution | Disciplinary action at the discretion of Administrator |
| Vandalism/Destruction of Property(VAN)  | Referral Form | DP restriction,Guidance,Parent Contact,Restitution if necessary | DP restriction or OSS (1) depending on severity, Guidance, Parent Conference,Restitution | DP restriction 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 | GuidanceOSS (2) SAC Parent Conf.I&RSDisciplinary action at discretion of Administrator | OSS (4)Guidance, SACParent ConferenceI&RSSROSuperintendent | OSS (10)Guidance, SACParent ConferenceSROSuperintendent | Disciplinary action at the discretion of AdministratorSRO; Superintendent |
| Assault on staff(ASM) | Referral Form | Discipline at discretion of AdministratorParent ContactGuidanceSuperintend. | Discipline at discretion of AdministratorParent ConferenceGuidanceSuperintend. | OSS- could result in long term suspension/expulsion; possible BOE hearing; psychological assessment and clearance to return to school may be required.SROSuperintendent |
| Assault of student(AAS) | Referral Form | OSS (1) Parent ConferenceSROSuperintend. | OSS (3) Parent ConferenceSROSuperintend. | OSS (4) Parent ConferenceSROSuperintend. | OSSCould result in long term suspension/expulsion; possible BOE Hearing; psychological assessment and clearance to return to school may be required. SROSuperintendent |

**Infraction Teacher/Staff Administrative Action (Referral Form)**

 **Actions**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | *Prior Actions* | 1st | 2nd | 3rd | 4th | 5th |
| Bomb Threat/Pulled Fire Alarm/Disruption of School(PFA, DB) | Referral Form | Disciplinary action at discretion of Administrator. May result in OSSParent ConferenceSROSuperintendent | OSSPending Superintendent Hearing; Parent Conference |
| Fighting(whether or not the aggressor)(FGT)       | Referral Form | Disciplinary action at discretion of Administrator.Parent ConferenceSROSuperintendent | Disciplinary action at discretion of Administrator. May result in OSSParent ConferenceSROSuperintendent  | Disciplinary action at the discretion of the Administrator.SROI&RSSuperintendent |
| Weapons brought to school(WO) | Referral Form | Disciplinary action at the discretion of the Administrator.SROSuperintendent |

Olivet Elementary School is 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 shall 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 Include but are not limited to:**

· **Guidance lessons geared toward a student’s violation of Code of Conduct.**

 · **Role-play to model appropriate behavior.**

 · **Reading a book or article geared towards a student’s violation of the**

 **Code of Conduct.**

**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.**

**POWERSCHOOL CODES:**

**AAS (Assault on Student) DCV (Dress code violation)**

**ALT (Altercation) DS (Disrespect towards student)**

**ASM (Assault on Staff) DTS (Disrespect towards staff)**

**BB (Bus Behavior) FGT (Fighting)**

**BUL (Bullying, Harassment, INVC (Inapp. Nonviolent**

 **Intimidation) Contact)**

**CAV (Cafeteria Violation) LS (Late to school)**

**CB (Class Behavior) PFA (Pulled Fire Alarm)**

**CC (Cut Class) PII (Possession of Inapp. Item)**

**CCL (Cut Class Left School TC (Threatening Comment)**

 **Property)**

**CPD (Cut Staff Detention) TEC (Technology/Computer**

 **Violation)**

**CPV (Cell phone/Electronic TFT (Theft)**

 **Devices)**

**CUS (Conduct Unbecoming) UP (Obscene Language/Act)**

**CV (Computer Violation) VAN (Vandalism)**

**DB (Dangerous Behavior) WO (Weapons Offense**

**ADMINISTRATIVE ACTION CODES:**

**AW (Administrative Warning)**

**LD (Lunch Detention)**

**DP (Directed Play Restriction)**

**OSS (Out-of-school Suspension)**

**SAC (Substance Abuse Coordinator)**

**SRO (School Resource Officer)**

**I&RS (Intervention & Referral Services)**

**Superint. (Superintendent-matter referred to)**

|  |
| --- |
|  |