

The Handbook Summarizes District Policies and Rules

The **Parent and Student Handbook** has been written and organized to provide valuable information concerning specific rules, policies and procedures related to the safety and operation of the schools in the Penns Grove Carneys Point Regional School District. In order for schools to operate safely and efficiently, you and your child (ren) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The Parent and Student Handbook summarizes district policy and contains general guidelines and information. Refer to [official policy and regulation documents](#) for specific information <http://pgcpschools.org/>.

This handbook's content may be changed from time to time throughout the 2019-2020 school year. An up-to-date version will be maintained online at <http://pgcpschools.org/>. The **Penns Grove Carneys Point Regional School District** will provide notice of those changes through email or campus mail. These changes will take effect once that notification is given, regardless of whether a student or parent actually reads the particular notice received.

If you have any questions regarding this handbook, please contact your student's building principal.

Board of Education:

- Vicki Smith, President
- Fred Tomarchio, Vice President
- John Ashcraft, member
- Jeannette Harbeson, member
- Stephan Jones, member
- Ginger Sackes, member
- Irene Scarpaci, member
- Marcia Smith, member
- Teresa Walker, member
- Dr. Zenaida Cobian, Superintendent of Schools
- Mr. Kenneth Verrill, Board Secretary

To contact a Board member by phone, please call (856) 299-4250, ext. 1111. The School Board meets every 1st Monday of each month for a working meeting and 3rd Monday of each month for an action meeting at 7 p.m. at the District Office, 100 Iona Avenue, Penns Grove, NJ. Scheduled meetings and agendas are posted on the **Penns Grove Carneys Point**

Regional School District website at <http://pgcpschools.org/>. The public is encouraged to attend.

Penns Grove Carneys Point Regional School District Website

All Board policies and administrative regulations for the **Penns Grove Carneys Point Regional School District** are available in principals' offices, and they are posted on the district's website, which can be accessed at <http://pgcpschools.org/>.

Student Information (All Students)

Arrival at School

Students may arrive at school up to 10 minutes before the start of the school day and are to report to assigned areas. All students are to be in class by the school's designated start time.

Attendance, Lateness and Absences

The *Penns Grove-Carneys Point Board of Education* provides a quality program for the education of children. In order to benefit from what our schools offer, it is important that children attend school regularly.

As we begin the new school year, we would like to take the opportunity to stress the importance of student attendance. It is understandable that illness and circumstances arise that cannot be avoided, and sometimes children are unable to attend school. However, over the past few years excessive absenteeism has become more prevalent in our schools and has taken a toll on the academic success of our children.

When children are absent, late to school or signed out prior to the end of the school day, all students in the classroom are affected. Instructional time is lost as teachers must gather work, administer make-up assessments, or re-teach important skills that have been missed. Schooling continues to change and so have the types of learning experiences that students encounter on a daily basis. Cooperative group or small group activities, as well as inquiry based/discovery experiences cannot be replicated.

We want to ensure the academic success of all students in the **Penns Grove Carneys Point Regional School District** and ask for your continued support to instill the value of attending school on a regular basis.

Reporting an Absence

When a student is unable to attend school, a parent or guardian must call the school nurse at their school **at or before 9 a.m.** on the morning of the absence and state the reason for absence.

A **note** must be sent in with the student upon return to school stating the reason for absence, even if you have called the school to advise that your child would be absent.

The required phone call does not excuse the absence. A **doctor's note** is required if a student is absent for three consecutive days. Those students who come to school after 11:30 a.m. will be counted absent from school for that day.

Lateness Policy

The New Jersey Administrative Code requires that a student who is late to school for any reason, except for bus lateness, must be marked late in the official attendance registers. Students who arrive after the school's official start time are considered late and must sign in at the school's main office.

Medical appointments, dental appointments and court visits can be considered excused (lateness) with appropriate documentation provided by the student to his/her teacher upon arrival to school. A maximum of 3 parent/guardian excuses, in writing, per marking period will be considered at the discretion of the building principal.

Children in grades Pre-K to third grade should not be sent into the building alone. If they are late, they should be accompanied by a parent.

The following procedures will be imposed for lateness infractions for 1st - 3rd grade students.

Fourth Offense:	Verbal Warning
Fifth Offense:	Letter to Parents
Sixth Offense:	Call from Administration
Seventh Offense:	Parent/Guardian Conference

Five parent/guardian excuses, in writing, per marking period will be considered at the discretion of the building principal for students.

Five (5) Day Legal Notice

A letter of attendance (five day legal notice) will be sent to every parent/guardian whose child has five (5) or more unexcused absences. This letter does not include suspension days. However, it must be noted that out-of-school suspensions and **vacations** are **not** excused absences.

Letters of attendance will be mailed to the parent/guardian of any child who has reached 5, 10, and 15 days of unexcused absences. However, it must be noted that out-of-school suspensions and vacations are not excused absences.

Excused absences are:

- A. A doctor or dental appointment with a doctor's note.
- B. A doctor's note for illness or counseling services.
- C. Religious exemption.
- D. Court appearance with documentation.

The above excused absences **will** count against your child's perfect attendance.

Please note that "Take Your Child to Work Day" is a state approved absence and will not count against your child's perfect attendance.

All doctor notes, counseling and court appearance documentation must be turned in upon student's return to school. A student sent home by the nurse for illness or injury that is absent the next day is **not** automatically excused. A parent/guardian note or doctor's notes must be turned in upon return to school. If the above listed policies are not followed, the district wide attendance officer will file a complaint with the appropriate court. Please make every effort to follow the outlined procedures.

Continued Absence

Continued or prolonged student absence without a good reason will result in referral to Municipal Court for truancy or other agency, i.e. Division of Child Permanency & Protection. State law requires children between the ages of 6 and 16 to regularly attend school.

A complaint will be filed with municipal court against the parent/guardian of any student who has accumulated 16 or more unexcused absences.

In cases where a child has 5 or more unexcused absences, The Division of Child Permanency & Protection (DCP&P) shall be notified if there is a reasonable suspicion of abuse or neglect.

If you have any questions regarding the attendance or lateness policies, please feel free to contact your child's school.

Attendance Initiatives

Throughout the school year, attendance initiatives are held to encourage student attendance. Good attendance is recognized by individual classroom as well as by grade level on a monthly basis. End of the year attendance recognition activities are also held to encourage student attendance. Remember, attend today to achieve tomorrow!

Breakfast/Lunch Programs

PAYPAMS: The PG-CP Regional School District Food Service Department is pleased to announce that access to your student meal account is now available online. PAYPAMS, a parent account management system, provides an online service that will enable you to prepay for school meals, check the balance on your student account and view the items your child is purchasing in the cafeteria. If you are interested in registering an online account, please contact the Food Service Office prior to registration to make sure that the information we have in our system is accurate. We will need you to confirm your address and the student's date of birth in order for you to begin the online process. Visit www.pgcpschools.org for information and answer questions you may have regarding PAYPAMS. Contact the Food Services Office at 299-6300 Ext. 3225 to take advantage of this convenient meal payment option.

Students may apply for reduced or no-cost lunches. A family application form will be sent home during the first week of school. **Only one form per family needs to be completed.** If you decide **not to participate** in this program, **do not** return the form. Costs may vary from year to year. Student lunches are \$2.65 and reduced lunches are \$.40. Lunches can be paid for in advance by sending in cash or a check in an envelope to the cafeteria. A child is allowed three (3) charges per marking period. Parents who have arranged for lunch charges are responsible to pay these charges by the end of each marking period. A receipt will be given to the student and a copy will be kept on file. If these charges are not paid, the student will not be allowed to charge their lunch. The student must bring their lunch until all charges are paid in full. In order to participate in end-of-the-year activities, all lunch charges **MUST** be paid. Lunch charges will continue to accrue on a student's account until the free or reduced lunch application has been approved. If you have any questions, please contact Mrs. Green, Director of Food Services, at 299-6300, Ext. 3224.

Student lunches are \$2.65 and \$.40 for Reduced Payment.

Student breakfasts are \$1.50 and \$.30 for Reduced Payment.

Student milk is \$.50

Charges Related to Lunch/Snacks/Breakfast

Students are extended the courtesy of charging a lunch should they forget their money. Payment is expected the next school day. Policy is located in the back of this handbook for failure to bring lunch money to school. See Board of Education approved Policy #3542.46

Nutritional Policy

In October 2014, the *Penns Grove-Carneys Point Regional School Board of Education* revised the District's Wellness and Nutritional Policy (Policy 3542.1). The objective is to protect our students who have various food allergies while ensuring healthy eating habits.

All food items brought into the school must be in the original manufacturer's packaging with an attached nutritional and ingredient label. **Homemade food and/or candy may not be brought into school to share with other students.**

The following items have been pre-approved:

Food:

- Pre-packaged fruit or vegetable trays with low fat dips
- Apples or bananas
- Pre-packaged carrots with low fat dip
- Crackers (animal crackers, goldfish, graham crackers, vanilla wafers, ginger snaps)
- Baked potato chips
- Pretzels
- Popcorn
- Cheese sticks
- Tortilla chips and salsa
- Rice cakes
- Dried fruit/raisins

Individually packaged:

- Fruit cups
- Applesauce
- Low fat pudding
- Low fat yogurt
- Sugar free Jell-O
- Low fat ice cream cups

Drinks:

- Water
- Low fat milk (plain or flavored)
- 100% fruit juice
- 100% vegetable juice

Cafeteria

The school cafeteria is maintained for the convenience of the students. We ask that the students abide by the following rules of courtesy:

- Wait your turn patiently in line, recognizing the rights of others.
- Have your money ready for the cashier. Each student will be issued a pin number that they will use when paying for their meals.
- Eat in an orderly manner. Use proper table manners while eating and talk in a quiet tone.

- Leave the table and floor around your area in a clean condition for others.
- Remain seated until finished eating and permission is given to get up.
- Clear the table and return your tray and utensils to the dishwashing area.
- Deposit all lunch litter in wastebaskets.
- No food is to be taken out of the cafeteria.
- Students are not permitted to leave school property during the lunch period.
- No candy or soda is permitted during lunch.
- Listen properly and appropriately to all cafeteria aides.
- Students may not leave school to purchase food or have food delivered to the school.

No food, snacks and/or beverages are to be eaten in the halls, classrooms, etc. All food and beverages must be consumed in the cafeteria only. Failure to follow these rules will result in disciplinary action, at the discretion of the school administrator.

GENERAL COMMENTS ABOUT THE DISCIPLINE CODE

The effectiveness of this code is predicated on everyone exhausting all avenues to prevent and resolve problems before they necessitate severe disciplinary action. Multiple infractions will result in an increase in the penalty. Students may also be denied the privilege of attending an upcoming assembly, celebrations or other special activities such as field day or fun day, or field trips. Any final determination as to discipline will be at the discretion of School Administration depending on the severity of the offense.

Teachers will establish their classroom and hall rules, post rules, and send a copy to parents during the first week of the school year. Teachers will review the contents of this discipline plan with their pupils during the first week of each school year and as often as necessary throughout the school year.

Parents should know that classroom and hall related inappropriate student actions are the teacher's responsibility and they will attempt to resolve those issues; however, with the exception of fighting and more severe issues. Each teacher will attempt to resolve various inappropriate student issues with a variety of plans.

Examples of these plans may include but are not limited to the list below:

- **Refer student to classroom/school rules.**
- **Individual student contract.**
- **Conference with student (recommend this conference be held in private).**
- **Move student.**
- **Keep student in from recess or after school.**
- **Notes to parents.**
- **Phone calls and/or conference with parent(s) and student.**
- **Intervention and Referral Services Committee**

When the teacher's discipline plan has failed to solve a problem and the problem continues, then the teacher should fill out a behavior referral form with documentation of all classroom interventions, as well as, dates of parent contact and submit to the counselor's

office with the student. Teachers should come to the office during their free period or after school to confer with the counselor or principal on all cases referred. Teacher and parent are to meet and discuss and document a plan to alleviate the problem. Reports of harassment, intimidation or bullying including anonymous reports, made to teacher or aides are to be investigated that day. Inform the counselor who will continue to follow-up on the investigation in order to conduct a prompt, thorough, and complete report of the alleged incident. Please see attached Penns Grove-Carneys Point Regional School District Board of Education Policy Manual, Policy 5131 Students Conduct & Discipline. **Also, see attached Anti-Bullying Pledge for Parents and Students that needs to be signed and returned to the classroom teacher.**

School Related Offenses	Field Street School
<i>DRESS CODE VIOLATION</i>	<p>Consequences:</p> <p><i>1st Offense:</i></p> <ol style="list-style-type: none"> 1. Conference with student. 2. Warning letter sent home with child and via mail/attendance officer. <p><i>2nd Offense:</i></p> <ol style="list-style-type: none"> 1. Letter and phone call to parents. 2. Lunch detention or one after school detention (MS) after parent notification. 3. Letter listing consequences for 3rd offense. <p><i>3rd Offense:</i></p> <ol style="list-style-type: none"> 1. Letter, phone call and conference with parent. 2. Three (3) days loss of recess or two after school detentions (MS) after parent notification.

Level 1 Infractions

1. inappropriate behavior;
2. Inappropriate /profane language or gesture;
3. disruptive behavior;
4. disrespectful behavior;
5. dress code violation;
6. first bus incident

Consequences

All infractions should be handled within the framework of class or school rules and by the staff involved with the student at the time of the infraction. Any number of the following consequences may be applied.

1. One-to-one reminder on appropriate behavior
2. One-to-one reminder and/or reprimand on the inappropriateness of the infraction and a reminder on exercising appropriate behavior
3. One-to-one warning that a repeat of the infraction will lead to further consequences (Level II type)
4. Use of a related behavior modification technique or activity
5. Use of isolation, loss of privileges or detention;
6. Make an apology, amends, fixes damage, or makes restitution; and
7. Contact teacher, parents or guardians

<p>Level 2 Infractions</p> <ol style="list-style-type: none"> 1. repeated level one infractions; 2. dishonesty; 3. insubordination; 4. forgery; 5. truancy; 6. misuse of technology; 7. harassing or bullying behaviors 8. second bus incident 	<p>Consequences</p> <p>The student infraction(s) may need to be documented and referred to the Principal if Level 1 consequences have failed to correct the behavior. The student's parents will be contacted immediately by teacher and/or Principal. Any number of the following consequences may be applied.</p> <ol style="list-style-type: none"> 1. One-to-one meeting with administration where the infraction will be reviewed, made part of the written record of the student discipline file maintained by the administrator, and recommendations will be made for appropriate behavior so the infraction is not repeated; 2. Use of a related behavior modification technique 3. Loss of privileges or detention (as directed or conducted by administration) 4. After-school detention; 5. Counseling 6. Fixes damage and/or makes restitution
<p>Level 3 Infractions</p> <ol style="list-style-type: none"> 1. repeated level two infractions; 2. endangering the health, safety, and/or welfare of self or others; 3. physical aggression; 4. possession of a weapon, firearm, or other dangerous/illegal substance 5. vandalism 6. theft; 7. third bus incident. 	<p>Consequences</p> <p>The student's parents will be contacted immediately by the teacher and/or Principal. A discipline file will be established. Any number of the following consequences may be applied.</p> <ol style="list-style-type: none"> 1. Parental visit to school and conference with Principal 2. Counseling and intervention 3. Loss of privileges 4. After school detention 5. Fixes damage and/or makes restitution 6. Suspension pending administrative-parent conference

Care of School Property

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished them by the district. Students who deface, damage or lose school property shall be required to pay for damage or loss.

Students are then responsible for the proper care and usage of these books and resources. Books must be properly covered at all times.

If a student loses his/her book, he/she should report it to the teacher. After giving him/her reasonable time to locate the book, the teacher will issue the student another book until the proper disposition of the lost book has been made. If the book is not found within a reasonable time, the teacher reports this to the office and the student is charged for the lost book.

Students owing money for books will not receive their final report card. This includes library books. Lost books that are found should be turned into the office.

Cellular Phones/Picture Phones

The use of cell phones during the school day is prohibited. It is recommended that cell phones are secured as the school is not responsible for the theft or loss of said item. *ANY STUDENT FOUND TO BE USING A CELL PHONE, OR HAVING IT OUT DURING SCHOOL HOURS WILL BE SUBJECT TO DISCIPLINARY CONSEQUENCES.*

Computer Instruction

The *Penns Grove Carneys Point Regional School District* provides a computer program that encompasses current technology and encourages students and staff members to utilize computers as instructional and problem-solving tools. Each class is assigned weekly to a computer lab in which language and mathematics skills are reinforced. Each student is required to have an Internet waiver on file if parents approve such use.

Counseling Services

The *Penns Grove Carneys Point Regional School District* offers **Counseling and Guidance program** implements a comprehensive counseling and guidance program that supports the academic, career, and personal and social development of 21st century learners.

The following program components, as delineated by ASCA (American School Counseling Association), organize the work of professional school counselors into direct and indirect services to collaborate with students, parents and staff members. Direct services include counseling and guidance curriculum, individual planning and responsive services, all of which support 21st century learning. Indirect services include system support of the guidance program, as well as the Building School Improvement Plan.

- Guidance curriculum supports academic, career, and personal and social development through classroom and group activities.
- Individual plan includes counseling activities that assist students to plan, monitor and manage their own 21st century learning.
- Responsive services include counseling or referral activities to meet the immediate needs and concerns of students.
- System support includes indirect guidance services that manage and promote the academic developmental needs of students.

Deliveries to School

Delivery of flowers, balloons or other gift items is discouraged at school. All items will be held in the office until the end of the day or parents/guardians may be contacted to pick them up if deemed appropriate.

Electronic Devices

The possession of laser pointers and other unsafe electronic items is prohibited in school buildings. Electronic devices, such as, but not limited to, cell phones, tablets, e-readers, headphones, iPods/MP3 players are prohibited as well. As part of classroom instruction, a teacher may request that students bring in pieces of technology/electronics. At no time may a student use technology/electronics without authorization from the classroom teacher. Please be mindful that the school district will not be responsible for lost or stolen items.

English Language Learners

Students whose primary language is not English may require specialized instruction. The *Penns Grove Carneys Point Regional School District* offers a program to teach the English language that includes listening, reading, writing and speaking. For more information on English Language Learner (ELL) program services, please contact your child's school. The ELL program is facilitated through all the schools

1. Parents of all new students enrolling in the *Penns Grove Carneys Point Regional School District* must complete the home language survey found in the enrollment packet for their neighborhood school.
2. If a language other than English is indicated on the form, the student(s) will be administered an assessment to determine possible placement into the program.
3. Interpreters are available to assist with communication between school personnel and family.

Enrollment Requirements

Enrollment forms can now be found online at www.pgcpschools.org. When a student registers, he/she may not begin classes until a full day has passed. I.E: If a student registers on

Monday, he/she may not start until Wednesday, or if a student registers on Thursday, he /she may not start until Monday, etc. A full 24 hours must pass from the end of the day of registration until he/she starts school.

Residents of the *Penns Grove Carneys Point Regional School District* who wish to enroll their children must bring the following items to the Enrollment Office located at **PENNS GROVE HIGH SCHOOL**.

- Immunization records
- Birth certificate
- Proof of residency*
- Unofficial transcript (for high school students only)
- Any specialized instruction information including IEP or Section 504 documentation

**Proof of residency includes a lease agreement, mortgage or mortgage statement and an original, current home utility bill (gas, water, or electric) on which the name and address are provided.*

Students may also expect to take placement exams if needed to determine the correct level of placement. Students entering without one or more of the necessary items listed above may be asked to sign a waiver based upon verbal information given to the receiving counselor.

Students are required to attend the school within the grade level specified, unless attendance at a different building is specified under the student's IEP, or it is approved by the superintendent. Students who move during the fourth quarter may complete the school year at the same school. Transportation will be the responsibility of the parent/guardian.

Entrance Age: State law requires children to be 5 years old before Aug. 1 of the year they enter kindergarten. Lafayette-Pershing School hosts Kindergarten Roundup in the spring. Notification of the date is provided through the district office.

Excused Participation from Physical Education Classes

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation and complete an alternative assignment or class activities missed when physically able to participate.

Experiments Involving Animals

In accordance with P.L. 2005, Chapter 266 (C. 18A:35-4.24 & C. 18A:35-4.25), public school students may choose not to participate in certain experiments involving animals.

Students may refuse to dissect, vivisect, incubate, capture or otherwise harm or destroy animals or any parts thereof as part of course instruction. The school is required to provide alternative education projects for those students who choose to “opt out” of these activities.

Fliers and Informational Brochures

Fliers and informational brochures from agencies or individuals outside the school district must be approved by the **superintendent of schools** prior to distribution to students. Typically, approved brochures are not sent home with students, but rather are made available for student pickup in the office.

Distribution of Non-curricular Student Publications:

The school district provides a limited open forum and therefore allows students to distribute, at reasonable times and places, unofficial material, including but not limited to, petitions, buttons, badges or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy.

However, students cannot distribute materials which:

1. Are obscene.
2. Are libelous.
3. Contain indecent or vulgar language or content.
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting or fighting words, the very expression of which injure or harass other people (e.g., threats of violence, defamation of character or of a student's race, religion or ethnic origin).
6. Present a substantial likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, the commission of unlawful acts or the violation of lawful school procedures.

Field Trips (Eligibility Requirements)

All field trips will be taken as extensions of classroom learning activities. Supervision is the responsibility of certified staff member(s) sponsoring the activity. The *Penns Grove Carneys Point Regional School District* will only endorse field trips that are directly related to the instructional program and designated as a segment of the grade level's ongoing curriculum program. Considerations regarding participation will be given to students with disabilities. The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be required

to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges. Visits to gift shops are not allowed during field trips.

Field trips are designated for students enrolled in classes taking the field trip as part of the curriculum. Non-school-age children are not allowed on field trips.

Attendance on class trips is a privilege. Students will not be permitted to participate in class trips without written permission from a parent/guardian and final approval by the Administrator. When students go on trips, they represent the school and community. Students may be considered for exclusion from a class trip if they exhibit inappropriate behavior. **No handwritten notes from parents will be accepted as Field Trip Permission slips. Permission slips must be returned on the date specified to the teachers.**

Fundraising Activities

All school fundraising must be approved by building and district administration using the district fundraising approval form. Fundraising must have a designated purpose prior to the beginning of sales. The projects must be planned and carried out in cooperation with building administration and follow Board Policy.

Gift Giving

The Board of Education discourages the exchange of gifts among students, parents and staff. The term "gifts" does not include nominal items provided to all students. Class gifts must be presented from the entire class, regardless of whether all students were able to contribute.

Health Services (Including Medication Policy)

The purpose of the *Penns Grove Carneys Point Regional School District* student health services program is to help each student attend school in optimum health and benefit from the school experience.

A registered school nurse is assigned to each school and supervise the student health service program at their assigned buildings. All student health services employees shall serve under the direction of the building principal and director of student services. All parent/guardian contacts regarding student health will be made by the school physician, the principal, a registered nurse or district administrators.

Health Condition(s) Information:

The following guidelines should be followed concerning any students with special health conditions/concerns:

The **Emergency Contact and Confidential Health Information** form should be completed by parent/guardian at time of enrollment and updated annually.

- Parent/guardian should notify the school nurse or principal of any health concern that could require emergency services, interfere with the student's education process or require interventions throughout the school day.
- Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations each school year.
- It is strongly encouraged that parents/guardians follow a pattern of having regular medical and dental screenings for their child.

The district maintains prefilled epinephrine auto syringes and asthma-related rescue medication to be used in the event of an emergency. **Parents/guardians must indicate in writing if their student cannot receive such medications.**

Immunizations/Enrollment: New Jersey law requires all students to have on file evidence of required immunizations prior to attending school. Parents/guardians should bring immunization records or proof of exemption at time of enrollment and obtain additional immunizations as required by state law.

- **Medical exemption:** A child shall be exempt from the immunization requirements upon certification by a licensed physician that either such immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. A medical immunization exemption card, signed by a physician, must be on file with the school immunization health record. The medical immunization exemption card does not need to be renewed annually.
- **Religious exemption:** A child shall be exempt from immunization requirements if a parent/guardian objects on the basis the immunization violates his/her religious belief. The religious immunization exemption card does not need to be renewed annually.
- The State of New Jersey Department of Health guidelines are used in determining the length of time a child should be absent for specific diseases (e.g. chicken pox). In compliance with state laws, unimmunized students may be excluded from school during a disease outbreak.

Illness and Injury: A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without fever reducing medication or other medication to relieve symptom(s).
- Symptoms related to possible communicable diseases (skin rashes, redness of eyes, swollen glands, etc.)
- Excessive drainage from eyes, ears, persistent earache, constant cough or painful sore throat accompanied by enlarged lymph nodes.
- Students with (or having the potential to transmit) an acute infectious disease or parasite (e.g. live head lice and/or nits present within a ¼ inch of the scalp).

Students excluded from school for health reasons may return once the reason for the exclusion is no longer present. Any questions regarding when to return to school should be discussed with the school nurse. Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g. crutches, casts, or slings), should present a physician release to return to school along with a statement of any modifications or accommodations that need to be made.

Students becoming ill or injured at school should ask the staff in charge to send them to the school health room. Parents/guardians or emergency contact individuals of students who become seriously ill or injured during the school day will be notified. Emergency telephone numbers must be available and kept current. In the event of a serious accident or illness where the parent/guardian or other emergency contact individuals cannot be reached, an ambulance will be called and the student will be transported to the nearest hospital emergency room. When advisable, the student will be accompanied by a staff member.

Additional staff will continue to attempt to reach the student's parent/guardian. Parent(s)/guardian(s) are held responsible for any costs involved.

Medication Policy: If under exceptional circumstances a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication, the school nurse will determine the safest, most effective administration of that medication. The parent/guardian is responsible for providing the

medication (prescription or over-the-counter), completing a Medication Administration Guideline form and making arrangements for the medication to be delivered/picked up from school. Elementary students are not allowed to transport medication (prescription or over-the-counter) to or from school. Middle school students are not allowed to transport prescription medication. All prescription medication requires a licensed prescriber order (see details under prescription medication). The school district will not knowingly administer any medication not deemed safe by district reference guidelines. Unless absolutely necessary, district personnel will not administer the first dose of any medication.

- **Exception for Potentially Harmful Administration:** District personnel shall not knowingly administer medication that exceeds the recommended daily dosage as indicated by the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text, unless such is required by a valid prescription presented to district personnel, who shall have the right to contact the health care provider issuing the prescription to confirm its accuracy.
- **Medication by Injection:** If a student has a known health condition, such as allergies or diabetes that requires prescription medication administered by injection (e.g. epinephrine, glucagon or insulin), then an Individual Healthcare Plan (IHP) and Emergency Action Plan (EAP) will be developed. The IHP and/or EAP should include the authorized prescriber's orders, parent authorization to administer the medication, report of student's related health history and identification of school personnel who are trained to administer the medication via injection. When any student exhibits symptoms of anaphylactic shock, EMS may be called. Epinephrine will be administered as indicated on the IHP or EAP or per district policy/procedure.
- **Over-the-Counter Medications:** *Students are **not** permitted to bring any over the counter medications to school. Students are **not** allowed to take any medications (prescription or non-prescription) not administered and monitored by the school nurse.*

Prescription Medications:

In addition to the information provided in Board Policy, JHCD, the administration of prescription medication also requires:

1. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of student, name of medication, date prescribed, diagnosis, dosage, frequency of administration, route of administration, termination date for administering the medication and the authorized prescriber's name. When possible, the authorized prescriber should state any adverse effects, any contraindications for administration of the

medication to the student, and applicable emergency instructions. The medication must be in the original container and must be the current prescription with proper label.

2. In lieu of the authorized prescriber's written request, the district may accept a prescription label properly affixed to the medication in question. The label must contain the name of the student, name of medication, date and dosage.

3. The parent/guardian will provide a written request that the district comply with the authorized prescriber's request to give medication. Unless absolutely necessary, district personnel will not administer the first dose of any medication.

Consequences: Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination.

For complete Board Policy, Administering Medications to Students at School.

Screenings: Vision and hearing screenings are provided for students in Early Childhood Title 1, kindergarten, first, third, fifth, seventh and ninth grade, all students new to the district, students receiving special services and for any student referred by a teacher or parent. Scoliosis screenings are done annually by parental consent for sixth grade girls, eighth grade boys and others, as requested by parents and medical provider. The following are screenings conducted by *Penns Grove Carneys Point Regional School District* health services staff:

- Vision screenings include a visual acuity test of both far and near vision, using a Titmus vision machine or a standard wall chart and near vision chart. If a student is unable to perform the test using the Titmus or wall chart, a functional eye exam will be performed. These screenings are usually held in the fall, prior to fall break. For Title 1, ECSE and kindergarten students, acuity is considered within normal limits at 20/40 or better. All other students, grades first to 12th, are considered within normal limits at 20/30 or better. All students who have results outside of normal limits will be rescreened. If a student fails the second screening, a referral form will be sent home to the parent/guardian. If a parent does not want their student to participate in a vision exam, they may notify the health room nurse or aide at their student's school at the beginning of the school year.
- Audio sweep hearing screenings are performed at 1000 Hz, 2000 Hz and 4000 Hz for each ear, at 20dB. If a student fails to respond to one or more frequencies in either ear, a registered nurse (RN) will conduct a rescreening and otoscopic exam after two weeks have passed. If the

rescreening is failed, the RN will consult with the Deaf and Hard of Hearing Consultant within the district about the need for a referral to a hearing specialist. If a referral is needed, a referral form will be sent home to the parent/guardian. Hearing screenings are usually held in the fall, prior to fall break. If a parent does not want their student to participate in a hearing exam, they may notify the health room nurse or aide at their student's school at the beginning of the school year.

- Spinal screenings to detect scoliosis issues are done annually for sixth grade girls, eighth grade boys and others, as requested by parent and medical provider. These screenings are generally performed in the fall, during PE class. The nurse will look at the student's back and use a scoliometer as needed to measure any curvature noted. If the nurse finds a curvature of 10 degrees or more, the student will be rescreened. After the rescreening, if the findings still reveal a curvature of 10 degrees or more, a referral note will be sent home to the parent. If a curvature of 5 degrees or more is noted, the student will be placed on a recheck list. If a parent does not want their student to participate in the spinal screening, they may notify the health room nurse or aide at their student's school at the beginning of the school year.
- Pediculosis (head lice) screenings are conducted on an as needed basis when a case is reported to the health room nurse. Should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined (including, but not limited to siblings of the student). If the health room nurse identify a student with an active case of lice (live lice, or nits present within a ¼ inch of the scalp), the parent/guardian will be notified so the student can be picked up from school. After proper treatment with a pediculicide (lice-killing) shampoo, the student may return to school after being rechecked in the health room, if it is determined the student no longer has an active case of head lice. If the student continues to have an active case (live head lice and/or nits present within a ¼ inch of the scalp), the student must return home for additional treatment. Health room staff can provide tips and educational materials to assist parents in dealing with head lice treatment and prevention. This process will continue until the student is free of live lice. A student who was identified as having nits but not a live head lice infestation will be re-examined within seven (7) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on nit removal. This process will repeat until the student is free of nits.

Please assist the school by following the procedures recommended below: Check your child every morning before he/she leaves for school. If any child is nauseous, feverish or has a rash, please keep him/her home.

- See that your child eats a good breakfast.
- Check your child every morning before he/she leaves for school. If any child is nauseous, feverish or has a rash, please keep him/her home.
- Please make sure that your child bathes and brushes his/her teeth regularly.
- Make sure that your child understands to wash his/her hands after going to the bathroom and before eating.
- A **parent/guardian must** accompany a child if he needs to come to school with crutches, splints, ace bandages, casts, etc., a doctor's note must be sent in stating the following:
 1. Reason for appliance (fracture, strain, etc.,)
 2. Student limitations
 3. Length of incapacitation
 4. When student can resume normal physical activities

If you have any questions, please contact the school nurse.

Homebound Instruction Procedures

Please follow the procedures listed below to request home instruction due to temporary illness or injury, for at least a two week period of time:

1. An original note signed by a doctor stating the illness and the length of time the student needs to be on home instruction must be presented to **Mrs. Deborah Clair**, home instruction secretary, at the District Office. The law requires a minimum of two weeks. The doctor's note will then be reviewed by the school district's doctor for either approval or denial.
2. The parent must request in writing home instruction be provided for his/her child in accordance with the doctor's note. The parent must present the doctor's note and the parent's written request to Mrs. Clair before the home instruction process can begin.

Homeless Liaison

If you find yourself in this situation, without a home, contact Dr. Albert D. Graham, district's local liaison, at 856-299-4250, Ext. 1125. He will help in enrolling your child in a new school or arrange for your child to continue in his or her former school. Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.

Homework

It is expected that all students devote time to home study. All students should have homework assigned to them on a consistent basis. If your child will be absent from school, a request for classwork should be made by 10 a.m. to pick up after 3 p.m. in the main office. If not picked up within 24 hours, it will be returned to the teacher. Teachers are not expected to provide classwork for a student on vacation.

It is expected that all students devote time to home study. All students should have homework assigned to them on a daily basis. An hour and one-half per evening is a reasonable expectation in this regard. When students are absent, parents may request make-up assignments from the teacher with 24-hour notice.

Purposes for homework include:

- To expand interest
- To develop responsibilities
- To maintain home/school relationships
- To meet individual needs
- To review material previously taught
- To provide introduction to new work
- To motivate students to think about the topic being taught
- To provide for discussion of assignment in class
- To supplement classroom instruction
- To provide opportunities for students to functionally apply theories learned in class
- To review the lesson for that day
- To cover more specialized areas not covered in class
- To develop the ability to solve problems outside of class
- To develop the ability to find materials and to organize them from many different sources
- To stimulate individual initiative and opinions
- To coordinate class activities to empirical experiences
- To give practice on work covered in class. Pinpointing errors from class assignments and re-teaching missed concepts is very effective as a teaching device.

Make-up Work

Make-up work is permitted and given full credit for all absences. It is the student's responsibility to check with his or her teacher(s) as to work missed during any absence. A student shall have one day to complete assignments for each day missed.

Riding Bikes, Skateboards and Walking

The *Penns Grove Carneys Point Regional School District* asks that parents discourage their children from riding bicycles, skateboards and/or walking to and from school. A bicycle rider must obey the same rules as a motorist, and it is required that a safety helmet be worn. Students should dismount and walk their bicycles to the approved school site for bicycle parking. It is recommended students use bike locks during school hours. The district is not responsible for the theft of or damage to a bicycle parked on school property.

In order to ride bicycles to and from school you must complete a permission slip obtained from the main office or your homeroom teacher on the 1st day of school. By state law, students under the age of seventeen must wear a helmet. Bikes must be secured with a lock and chain at the bike rack as the school will not be responsible for theft. Any student found not wearing a helmet or who does not have a permission slip on file then that bike will be confiscated by school staff and the parent/guardians will be notified. The bike will be released only when a proper fitting helmet and a signed permission slip are produced. The bicycle permission slip is located in section 7.

Sale of Personal Property

Students are not allowed to sell non-district fundraising items of clothing, candy, personal property or other goods while at school. Students who violate this rule will be subject to disciplinary action, including possible suspension from school.

Students on Premises After School

All students must vacate the premises at the end of the school day unless participating in an approved extracurricular activity, receiving after-school tutoring or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member. Students should have transportation available within 15 minutes after all student activities and are to wait in the designated area.

Student Placement and Parent Requests

The school district does not have a policy that mandates a principal to honor parent requests for specific teachers. Any request made regarding the placement of your child will not be accepted or honored. It is the fervent belief of school district administration that all the teachers in this school district possess the necessary skills that promote learning, and that your child will be schooled appropriately. The administration of each school does not believe that the skills, personality, professionalism or competency of any teacher at our schools will pose a detriment to any student while in attendance at our schools.

Student Support Services

1. Child Study Team

Many children at some point in their school careers experience problems that interfere with learning. These are often temporary setbacks that are alleviated by temporary measures without lasting damage to the child. Some children, however, encounter difficulties that are chronic and whose causes are often not easily discernible. If regular classroom procedures do not reach a child and temporary remedial measures are found to be ineffective, the child should be referred to the I & RS team (Intervention and Referral Services).

If the documented interventions have not been successful or there seems to be a pervasive delay in several areas, the child may be referred to the Child Study Team. The Child Study Team consists of a Learning Disabilities Consultant, a School Psychologist, and School Social Worker. It may be augmented to include professionals in other areas: hearing, speech and language, neurology, psychiatry, etc. as they are indicated by the child's needs. The team will gather data from each of the diagnostic areas and make recommendations regarding a student's classification, placement and program. If a child is to be referred to the Child Study Team, a referral packet is to be filled out by the teachers involved with the student. This is to be done if a teacher refers or if a parent refers.

2. Guidance Counseling

A guidance counselor is available at all *Penns Grove Carneys Point Regional School District* schools. The counselor's primary focus is to assist students in resolving problems that interfere with their learning. In addition, the counselor is available to meet with teachers and parents to provide assistance as needed.

These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study strategies, personal issues, school and/or social concerns, peer mediation or any issue the student would like to discuss with the counselor.

Students wishing to visit a counselor should complete a Guidance Office Request Form to arrange for an appointment.

3. I&RS (Intervention & Referral Service)

A pupil assistance committee for each school has been developed to help teachers and parents provide instructional strategies for regular education students who are experiencing learning difficulties.

The I&RS team works with teachers to assist them with students who are at risk for school problems within the general education environment. The I&RS team does not replace existing resources for assisting students; instead, it complements them. Teachers can request assistance from the I&RS team by completing a form in the Main Office and submitting it to the I&RS coordinator for the High School. After submitting the form, the teacher would then work with the I&RS team to develop solutions for student success.

4. Speech Correction

A speech therapist is available to work with students who exhibit difficulty in some areas of speech and language development. The speech therapist works with students individually or in small groups.

5. Title IV Safe and Drug-Free Schools and Communities Act

Each year our school district receives funds from the federal government that are used for drug and violence prevention programs, services, and activities that convey a clear and consistent message that the illegal use of drugs and acts of violence are wrong and harmful. In an effort to convey this message and provide appropriate services to our students, the district has developed several programs that deal with alcohol use, drug use, tobacco use, violence prevention, and interpersonal conflict, which are coordinated by the Student Assistance Counselor, Mrs. Charlyn Martin. 299-6300, ext. 3240.

Standards of Dress and Uniforms

STUDENT DRESS CODE – Grades K-8

The *Penns Grove-Carneys Point Regional Board of Education* adopted a mandatory school uniform policy for students in grades kindergarten through eighth grade believing young people who are safe and secure, who learn basic American values, and the essentials of good citizenship, are better students.

Many parents, teachers, and school officials have come to see school uniforms as one positive and creative way to reduce discipline problems, prevent future discipline problems from occurring, and increase school safety. It is believed that with the adoption of this mandatory school uniform policy school safety, improved discipline, and enhance the learning environment will occur in the schools.

The following issues would support such a uniform policy:

- Uniforms will create security through identification, enabling school officials to recognize intruders.
- A more positive atmosphere conducive to education will be established.
- Similar clothing will eliminate peer pressure dealing with student attire.
- Uniforms will promote a statement of identification.
- A sense of school unity will be created.
- Students will be instilled with discipline.
- School spirit will be enhanced.

- Uniforms will help assist families with the economic burden of clothing school aged children since uniforms are less costly than most clothing.

The school uniform for students in grades kindergarten through eighth commencing on the first day of classes during the 2002-2003 school year.

MALE STUDENTS

BOTTOMS

Navy or beige khaki pants or shorts (seasonal) of the appropriate size, length, and fit (not skin tight) for the student and worn properly at the waist (shorts – minimum 5” inseam) no spandex, slitted mesh, baggy, cargo-type, bell-bottom pants or jeans will be permitted. No holes, tears, or cuts in bottoms. No logos or insignias on bottoms.

*PG-CP School District or building wear will be permitted for shorts.

TOPS

White, navy, light blue or red polo shirt, dress shirt, or turtleneck (regular or mock) either short or long sleeve of the appropriate size, and fit (not skin-tight) for the student. All shirts must be tucked in or have a tailored bottom. In cold weather, a white, navy or light blue or red sweatshirt, sweater, cardigan, or sweater vest of the appropriate size and fit (not skin-tight) for the student may also be worn. Sweatshirt, sweater, cardigan, or sweater vest must be worn over collared shirt and collar must be visible. T-shirts may be worn under polo shirts as long as it is not seen and does not extend beyond the required size and look of the polo shirt. If a t-shirt does show, it should be the same color as the dress polo shirt and should have a doctor’s note.

These colors represent the official district colors. No holes, tears or cuts in tops. No logos or insignias* on tops. SWEATSHIRTS WITH HOODS OR POCKETS ARE NOT PERMITTED. *PG-CP School District or building wear will be permitted for sweatshirts and the like. Hats, head scarves, “Do-Rags”, bandanas, picks, combs, curlers, or similar style head apparel may not be worn.

FOOT APPAREL

Casual sneakers or dress shoes (student’s choice of style within reason). Students must wear sneakers on scheduled gym days (student’s choice of style within reason). However, platform sneakers will not be permitted. All-terrain shoes (hiking, etc.), snow, cowboy or work boots will not be permitted, except if ground is covered with snow. Also, heelee shoes/sneakers and flip-flops are not permitted for the safety of the students.

SOCKS

Student choice of appropriate socks.

FEMALE STUDENTS

BOTTOMS

Navy or beige khaki pants, shorts, skorts (seasonal), capri's, jumpers of the appropriate size length, and fit (not skin tight) for the student and worn properly at the waist (shorts and skorts – minimum 5” inseam, and jumpers maximum 2” above the knee). No spandex, slitted, mesh, baggy, cargo-type, bell-bottom pants or jeans will be permitted. No holes, tears, or cuts in bottoms. No logos or insignias* on bottoms.

*PG-CP School District or building wear will be permitted for shorts.

TOPS

White, navy, light blue or red blouse, polo shirt, dress shirt, or turtleneck (regular or mock) either short or long sleeve of the appropriate size and fit (not skin tight) for the student. All shirts must be tucked in or have a tailored bottom. In cold weather, a white, navy or light blue or red sweatshirt, sweater, cardigan, or sweater vest of the appropriate size and fit (not skin tight) for the student may also be worn. Sweatshirt, sweater cardigan, or sweater vest must be worn over collared shirt and collar must be visible. T-shirts may be worn under polo shirts as long as it is not seen and does not extend beyond the required size and look of the polo shirt. If a t- shirt does show, it should be the same color as the dress polo shirt and should have a doctor’s note.

These colors represent the official district colors. No holes, tears, or cuts in tops. No logos or insignias* on tops. SWEATSHIRTS WITH HOODS OR POCKETS ARE NOT PERMITTED. *PG-CP School District or building wear will be permitted. Hats, head scarves, “Do-Rags”, bandanas, picks, combs, curlers, or similar style head apparel may not be worn.

FOOT APPAREL

Casual sneakers or dress shoes. Maximum heel height 2” and no platform type shoes permitted. Student’s choice of style. Students must wear sneakers only on scheduled gym days. Student’s choice of style. However, platform-type sneakers will not be permitted. All-terrain shoes (hiking, etc.), snow, cowboy or work boots will not be permitted, except if ground is covered with snow. Also, flipflops are not permitted for the safety of the students.

SOCKS/STOCKINGS

Student choice of appropriate socks or stockings.

GYM CLOTHES – MALES & FEMALE STUDENTS (K-5)

On scheduled gym day, students will have gray, black or navy or light blue sweatpants, sweatshirts and/or t-shirts of the appropriate size, fit (not skin tight) or shorts (seasonal). No

holes, tears, or cuts in gym clothes. Jeans and the like are not permitted in gym. No logos or insignias* are permitted on sweatpants, sweatshirts, or t-shirts.

*PG-CP School District or building wear sweatpants, sweatshirts, and t-shirts are permitted. Middle School students will bring a change of clothing for gym each day.

Gym Clothes – Male and Female Students (6-8)

Students should follow the K-5 policy requirements. In addition, no hooded sweatshirts will be allowed.

Warm Weather Clause – Male and Female Students

Shorts and capris may only be worn to school during the warm months.

Administrative Clause

The administration reserves the right to restrict any clothing determined to interfere with the instructional process. In addition, the administration reserves the right to allow changes to the uniform dress code for special days. New transfer students will have a thirty (30) day time period in which to comply with the district dress code. Any student transferring in/out within the same school year will adhere to regular dress policy.

The *Penns Grove-Carneys Point Board of Education* makes known the sanctions that will be rendered upon students who refuse to conform to this policy requiring school uniforms.

REFUSAL TO CONFORM TO SCHOOL UNIFORM POLICY K-8

1st Offense:

1. Conference with student.
2. Warning letter sent home with child and via mail/attendance officer.

2nd Offense:

1. Letter and phone call to parents.
2. Lunch detention or one after school detention (MS) after parent notification.
3. Letter listing consequences for 3rd offense

3rd Offense:

1. Letter, phone call and conference with parent.
2. Three (3) days loss of recess or two after school detentions (MS) after parent

Subsequent Offenses:

The Board of Education shall reserve the right to authorize the Superintendent of Schools to suspend a student after a third infraction of non-compliance with the dress code

policy without a Board hearing. However, nothing herein shall prevent a parent of a student who is in non-compliance with the dress code policy to assert any and all appropriate appeals, including but not limited to the Board of Education.

AND, WHEREAS, it recognizes that certain parents who, for religious principles, may choose to have their child not dress in the school uniform and shall have the opportunity to meet with the principal and discuss their concerns and provide specific reasons for their child not to participate, and sign a waiver allowing their child to opt out of the requirement to wear the school uniform, but adhere to specific dress code as established by the Penns Grove-Carneys Point Regional Board of Education

Exemption from the Uniform Policy

- If the parents or guardian desires to exempt his/her child from the uniform policy, the parents or guardian must observe the following procedures at the beginning of the school year (September).
- The parents or guardian may obtain an application for exemption at the student's school.
- Complete the application and submit it to the designated administrator for uniform program exemptions at the student's school before the start of the school year
- The school administrator will approve or disapprove exemption based on religious verification.
- If financial support is offered to families by the district, waiver exemption may be denied or the student may be granted a temporary excuse from compliance for a period to be determined by the school administrator not to exceed thirty days from offer of assistance.
- Students who have approved of waiver will be expected to comply with district code.

Financial Considerations

No student shall be denied attendance at school, penalized, or otherwise subject to compliance measures for failing to wear a uniform by reason of financial hardship. A specific staff member/school volunteer to assist those families in need of assistance.

Each school shall work with staff, the local school community, and business partners to identify resources for assisting families.

Financial Assistance Criteria

If a family is in need of financial assistance to purchase dress uniforms for students in grades K8, the following materials may be requested to grant financial assistance and/or a dress uniform for student use:

- Current 1040 Form
- W-2 Form

- Letters of Verification/Support of need/State or Federal Aid documents Unemployment Letter
- The building administrator will verify such information and submit appropriate paperwork to the district's business office.

The APPROVED Board of Education **DRESS CODE (STUDENT)** policy #5132.1 is available online at the district website or in your child's school office. In addition,

The Administration shall be responsible for the implementation of this policy and shall have the right to final determination for the appropriateness of the particular item or apparel for the activity. This includes any item of clothing or footwear that interferes with learning. The administration may assign a student to ISS for the remainder of the day if an appropriate change of clothes cannot be provided.

It is advisable to label your child's jackets, coats, hats and all other outer garments. *Many items in good condition are left in the lost and found box in the cafeteria and never retrieved.* If you have uniforms that no longer fit your child but are in good condition, please drop them off at the nurse's office or send them in with your child.

Students are not permitted to tie items of clothing around their waist.

Substance Abuse Prevention

All students will receive comprehensive substance abuse prevention education in grades K-12 through the District Family Life Education and Health curriculum. Substance abuse prevention is more than factual and pharmaceutical information. The development of wholesome, positive self-concepts and decision-making skills is an important deterrent to drug or alcohol experimentation. Students and parents may obtain a list of local resources for substance abuse counseling and treatment from the school counselor, social worker or school nurse.

Transportation

The school bus is considered an extension of the school, and students will be under school authority from the time they get on the bus in the morning until they get off the bus at the end of the school day.

The bus driver is responsible for students and has delegated responsibility for maintaining discipline on the bus. Students are subject to disciplinary action for misconduct on school buses, as set forth more fully in Board Policy.

Students who have disciplinary problems on the bus will be given conduct notices and referred to the school principal or designee for counseling and corrective action. *The "level" of offense (e.g. first, second, or third) will generally be based upon the total number of bus discipline referrals accumulated by a student during the current school year. Consequences for each offense is determined by site, scope and sequence. Furthermore, the third bus conduct*

results may result in suspension from the bus for five days and the fourth offense may result in suspension from the bus for a number of calendar days.

Parents will be notified of disciplinary problems and may become responsible for transportation of children who lose their bus privileges.

Students must ride their assigned buses and get on and off at their regular assigned stop. In unusual or emergency situations, a parent may make a written request to have their student(s) temporarily depart at a stop other than their regular stop or ride a bus other than their assigned bus. The school principal or designee must approve the parent's request prior to the student using alternate services.

A parent desiring long-term transportation services for their student(s) to a location other than their permanent residence must submit an Alternate Route Application to the Transportation Department. Alternate route applications are made available in the front office of each school. Approval of an alternate route request is based upon the following:

- Alternate route services must be requested on a permanent daily basis with both to and from school being on the same bus route.
- The student's permanent residence must be validated.
- The alternate route must be located in the same attendance area as the permanent residence.
- Bus routes will not be altered, and stops will not be added to accommodate requests.
- Should requests for services exceed bus capacity or additional eligible pupils exceed bus capacity, such services may be discontinued.
- Riding an alternate bus to attend birthday parties, scout meetings, visit a friend, jobs, etc., will not be approved.

If you have concerns regarding your bus service, please contact First Student or your student's building administrator.

Walkers

Parents not wishing to have their child walk home alone, and who are not bus students, or elect to not use the bus, must come the school main office and complete an Authorization for Release that will list the parent/guardian or designated escort designating the responsible individual who will escort the child home.

Withdrawal from School

Whenever a parent anticipates moving and transferring a student to another district, he/she should obtain a **TRANSFER CARD** from the school office, which will tell the next school where to obtain the student's records. The further in advance you can do this, the better prepared the next school can be to receive your child and their records.

General Information (All Parents & Students)

This student/parent handbook is an official document of the Penns Grove-Carneys Point Regional Board of Education's policy on discipline. It is based on the premise that the primary goals of discipline are improving behavior and protecting the welfare of all students. The "rules of conduct" established in this handbook apply to all students. All students must be responsible for their actions. Students, parents and staff are encouraged to read the Handbook as a guide and to know that any final determination is at the discretion of school administration.

This handbook defines the following:

1. The rights and responsibilities of the students.
2. The attendance policy.
3. Conduct that disrupts a positive environment.
4. Procedures for disciplinary action.

Students and parents *must sign and return* the Parent/Student/School Contract found on the final page of this Handbook after reading the Student Handbook.

Affirmative Action and Section 504 Officers (Equity and Affirmative Action Issues)

The *Penns Grove-Carneys Point Regional School District* has affirmed its policies prohibiting bias, harassment, discrimination, segregation, and ensuring equality in educational programs. Discrimination, sexual harassment, or harassment of any kind are strictly prohibited and will not be tolerated by the school district. Violators will be appropriately disciplined in accordance with Board policies and state and federal laws. Individuals wishing to report cases of discrimination and/or harassment are to contact either the school principal or the Superintendent of Schools/Affirmative Action Officer. Copies of the District's equity plan, policies, and grievance procedures can be accessed at the district website: <http://pgcpschools.org/>

AFFIRMATIVE ACTION OFFICER

Dr. Michael Ostroff
Director of Curriculum and Instruction
100 Iona Avenue
Penns Grove, NJ 08069-1396
(856)299-4250, Ext. 1122

SECTION 504 COMPLIANCE OFFICER

Mr. Sage R. Schmidt
Director of Special Services
PG-CP Administration Offices
100 Iona Avenue
Penns Grove, NJ 08069-1396
(856) 299-4250, Ext. 1125

Notice of Non-discrimination

The *Penns Grove Carneys Point Regional School District* does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, disability, age, genetic information, or any other characteristic protected by law, in its programs and activities. Further, in accordance with federal law, the district provides equal access to its facilities to the Boy Scouts and other designated youth groups. The **Director of Curriculum and Instruction** has been designated to handle inquiries regarding the non-discrimination policies.

In the event the **Director of Curriculum and Instruction** is unavailable or is the subject of the report, reports should be directed instead to the acting compliance officer which is the **Superintendent of Schools**.

This notice is available in large print from the district's **Director of Curriculum and Instruction** or the **Director of Special Services**. Any person may also contact the assistant secretary for civil rights, U.S. Department of Education, regarding *Penns Grove Carneys Point Regional School District* with compliance with non-discrimination laws and regulations.

Cancellation and Closings (Emergency Closing)

School closings, delayed starting times, or early dismissals will be announced on WDEL (1150) on their morning programs between 5:45 a.m. and 7:30 a.m. **The school district's code number is 899**. If no report is heard, it can be assumed that school will be in session as normal. **Please do not call the school. Telephone lines must be kept open for emergencies. Updates will be communicated via a BlackboardConnect message to all parents/guardians. Please check www.pgcpschools.org for updates and school information.** *Please keep our schools informed of all updated home telephone numbers.*

Change of Address/Telephone

It is important that parents keep the district informed of any change of address or telephone number. Please contact the registration office at the **PENNS GROVE HIGH SCHOOL** for your necessary paperwork. Before a student transfers to another school from a Penns Grove School, a parent or guardian must notify the Field Street School office 24 hours before a transfer may take place in order to prepare transfer forms. Information needed at this time: Parent/Guardian identification, address where student will be residing and the name and address of the school the student will be attending.

Drug-Free Schools & Communities Act

Each year our school district receives funds from the federal government that are used for drug and violence prevention programs, services, and activities that convey a clear and consistent message that the illegal use of drugs and acts of violence are wrong and harmful. In

an effort to convey this message and provide appropriate services to our students, the district has developed several programs that deal with alcohol use, drug use, tobacco use, violence prevention, interpersonal conflict, bullying, harassment and intimidation, which are coordinated by the *Student Assistance Counselor*. In accordance with federal regulations, upon the written notification of a student's parent or legal guardian, the district will withdraw the student from any program or activity funded under Title IV, except classroom instruction. Students returning to school after a positive diagnosis for an illegal substance as defined by N.J.S.A. 18:40A will be subject to random drug testing to be conducted by the SAC, Nurse and Administration. Random drug screening will remain in effect until the student's graduation from PGHS.

Search by Drug-Detecting Dog

The Board of Education recognizes the value of a drug free school environment. To further that goal, the Board authorizes the school administration to implement searches as needed by drug detection dogs. A qualified handler will control the animal at all times. All students will be confined to their assigned classrooms during the search. If the animal reacts positively during this procedure, it will be considered reasonable suspicion and a search will be conducted as set forth in this policy. This search includes, but is not limited to, the following areas: hallways, lockers, locker rooms, motor vehicles and outdoor grounds. The principal/designee will conduct the search. If what is found is believed to be a controlled dangerous substance, the area will be secured and law enforcement will be called. Any items that are believed to be a CDS will be turned over to the local police department. Concurrent with any police investigation, the school district shall also conduct an investigation.

Please refer to the Board of Education Drugs, Alcohol, and Tobacco Policy # 5129.3 in the back of the *Parent and Student Handbook*.

Family Educational Rights & Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that all schools in the district with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the district school to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production; the annual yearbook; Honor Roll or other recognition lists, graduation programs, and

- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want your school to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October of this school year. Penns Grove Carneys Point Regional School District has designated the following information as directory information: [Note: **an LEA may, but does not have to include all the information listed below.**]

*Student's name	*Participation in officially recognized activities and sports
*Address	*Photograph
*Telephone Listing	*Weight and height of members of athletic teams
*Date and place of birth	*Major field of study
*Grade level	*Most recent educational agency/institution attended
*E-mail address	*Degrees, honors, awards received
*Dates of attendance	

* **indicates information to be released.**

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Image & Contact Information Opt-Out Designation

Throughout the school year, the district or school might take pictures or video and release personal information about students for promotion. Examples might include but are not limited to:

- A special event or program at a school might be covered by a newspaper or television station, resulting in student interviews and pictures.

- Award-winning students might have their names and photos published in a local newspaper, a school newsletter, the district's e-newsletter, the district's newsletter or on Park Hill TV-Channel 18.
- The district or school might post pictures of school activities on webpages and social media.

If a parent or guardian does not want their child's image or information shared for this purpose, please contact your child's school to complete the ***Penns Grove Carneys Point Regional School District Image/Contact Information Opt-Out form***.

Integrated Pest Management Notice

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The *Penns Grove – Carneys Point Regional School District* has adopted an **Integrated Pest Management (IPM) Policy** and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy which is found at the school or on the district website.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for all schools is:	John Mangin
Name of IPM Coordinator:	John Mangino
Business Phone number:	(856) 299-6300, ext. 3044
Business Address:	<u>334 Harding Highway, Carneys Point, NJ 08069</u>

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, our schools may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where

possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

Open House/Back to School Night

Each school in the district schedules an open house or back to school night. Specific information regarding these events will be communicated by your child's school.

Parent-Teacher Conferences

Parent-teacher conferences are held in December and March for students; however, interim reports are issued in October, December, March and May. Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. Schools will facilitate the scheduling of conferences. Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment.

Parent Organizations

All buildings have a parent organization(s) that provides an important link between home and school. These associations sponsor a number of activities to improve and support education and build school community. All parents are encouraged to join and support their school's parent organization(s). For more information, please contact your child's school.

Phone Calls

Students at Lafayette-Pershing and Field Street School are not permitted to take phone calls. Parents may contact their child's teacher by telephoning the school's main number and following the phone prompt to the school directory and you will be connected with the teacher's voice mail and he/she will contact you at his/her earliest free time.

Public Notice: Public Education for Students with Disabilities (Special Education)

Local school districts in the state of New Jersey are required to conduct an annual census of all children with disabilities or suspected disabilities that reside in the district from birth to age 21. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent or legal guardian's name and address; birthdate and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending public school, please contact this district at (856) 299-4250.

Students with certain disabilities who are in need of special education and related services are entitled to a Free Appropriate Public Education (FAPE) as defined by federal and New Jersey law and interpreted by courts and hearing officers. These rights are ensured under state and federal law and district policy, and they are further explained by the procedural safeguards, which are available through the district's Special Services Office at: <http://pgcpschools.org/>.

Parents or teachers may refer to the principal those students who demonstrate learning and other problems. The principal and a school support team will make recommendations to the regular classroom teacher for alternative intervention strategies prior to referral for a special education evaluation. Placement in special education programs is based on evaluation results, the development of an Individualized Education Program (IEP) and parental consent. The student's parent or guardian has access to the results of the evaluation and may participate in the development of the IEP. Parents and guardians maintain the right to inspect education records and to appeal the accuracy of such information, as allowed by law or policy.

The *Penns Grove Carneys Point Regional School District* has developed a local compliance plan for the implementation of the Individuals with Disabilities Education Act (IDEA). This plan may be reviewed at the School District Office on Monday through Friday during regular office hours. This notice will be provided in native languages as appropriate.

Parents and adult students have the right to an impartial due process hearing if disagreements relating to special education cannot otherwise be resolved. Questions concerning services for disabled students may be directed to the principal, counselors or the district's Special Services Office at (856) 299-4250.

Public Notice: Public Education for Students with Disabilities (Section 504)

The *Penns Grove Carneys Point Regional School District* does not discriminate on the basis of disability, race, color, national origin, sex or age in providing educational services to its students. The *Penns Grove Carneys Point Regional School District* also does not discriminate on the basis of disability, race, color, national origin, sex or age in its hiring or employment practices. Under Section 504 of the Rehabilitation Act of 1973, the *Penns Grove Carneys Point Regional School District*, as a recipient of federal financial assistance from the United States Department of Education and as an operator of a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education and take appropriate steps to notify disabled persons and their parents or guardians of the district's duties under Section 504.

The *Penns Grove Carneys Point Regional School District* assures that it will, pursuant to Section 504 of the Rehabilitation Act of 1973, provide a free appropriate public education to each qualified person with a disability in the district's jurisdiction, regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973,

the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of non-disabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of Section 504 and its implementing federal regulations.

This notice is provided as required by the Individuals with Disabilities Education Act, Title II of the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Questions, complaints or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 coordinator.

Religious Holidays

The New Jersey Department of Education recognizes religious holidays as excused absences from school. However, in order to receive full credit for the absence, it is important that the student bring to the nurse a note from home three (3) days in advance stating that he/she will be absent in observance of a specific religious holiday.

Reporting Concerns Regarding School Safety

(Safety and Security Committee)

The Penns Grove-Carneys Point Regional School District **Safety & Security Committee** members can be found on our District website. The contact person for this Committee is **Mrs. M. Jones**.

She can be reached at **299-6300, ext. 3074**. Copies of the Safety & Security Plan can be found at the District Office and at each school building.

Security and Safety Drills

Fire drills and emergency preparedness drills are required by Law at regular intervals. One fire drill and one emergency preparedness drill will be conducted each month. Students must follow orders and leave the building quickly and quietly. Ringing of authorized fire alarms is against the Law and will result in disciplinary action taken, and criminal charges being filed. Students must adhere to teacher instructions. The following guidelines will govern all such drills:

- Everyone must exit the building through the nearest exit.
- Upon leaving the room all doors and windows are to be closed and lights turned off.
- Follow the evacuation plan posted on the wall near the classroom door designating the exit for that room.
- Students should leave the building quickly, in a single file and proceed quickly to their designated areas silently.
- Students should wait quietly in their assigned area.

- Upon signal, students will return to the building escorted by their teachers.
- Students must adhere to teacher instructions
- **Use of electronic devices or digital media is prohibited during drills to ensure the safety of all students.**
- **Parents will not be informed of these drills.**

HOWEVER, ANY LIVE CONCERNS WILL BE COMMUNICATED IN A TIMELY FASHION!

Student Laptop Agreement

Parents and students participating in one-to-one computing will be required to accept responsibility through a laptop agreement, outlining use, care and handling, and expectations for student use of district laptops. Included in this agreement is an acknowledgement that students will be responsible for damages to the laptop and that an insurance option will be available. Incidents that occur at school involving multiple parties will be investigated by the district administration.

Student Use of Technology Resources

Students will have access to web-based tools, digital resources and applications that support curricular objectives, and these online services may collect, use and disclose personal information (such as student names and email addresses), but only for the use and benefit of the school for the purpose of student learning. In accordance with Board policies and regulations, students will be strongly discouraged from providing any other personal information. Parents and guardians should contact their child's teacher if additional information is needed about websites and online services being used for learning in their child's classes.

Tobacco-Free Policy

Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products, and smoking-related products (including, but not limited to, e-cigarettes) in accordance with Board policy. This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles and at all *Penns Grove Carneys Point Regional School District* activities. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph.

Transportation

All Pre-K students are eligible for busing and the parent/guardian must meet the bus at the bus stop. Kindergarten students may be transported only from their legal home address where they reside. All Parents/Guardians must be at the designated bus stop at the end of the school day. Students brought back to school 3 times are subject to be removed from the bus and the parent/guardian will have to transport to and from school. Students will not be permitted to be picked up by someone who is not on the emergency card or anyone under 14 years of age. No student can ride another bus to a relative or friend's house.

Visitors to the Building and Parking

Visitors will be asked to provide photo identification. Everyone must enter the building using the front doors of the school. Upon entrance into the building visitors must present identification and must sign in at the Main Office where a visitor's pass will be granted by the office personnel and/or administration. Anyone walking in the building without a pass will be reported to the Principal. Visitors are not to enter the building by using the outside classroom doors.

Parking spaces are available for handicapped visitors at all district schools. Spaces are located near the Main Office entrances. Handicapped visitors may use the buzzer at the Main Office to enter the building. Please contact the main office if assistance is needed.

Please be advised that under no circumstances are vehicles to be parked along the fire lane in the front of the school building.

Visiting of classroom teachers is not permitted during classroom hours, and students are not to bring visitors into the school with them during the school day. Individuals not complying with these regulations will be requested to leave the school grounds immediately or be considered trespassing, in which case a complaint will be signed.

Volunteering

The Penns Grove Carneys Point Regional School District's volunteers make valuable contributions to our schools. In order to keep students safe, we screen (criminal history background check) all volunteers who might interact with students unsupervised by district staff.

If you would like information about volunteering in our schools, please see the volunteer page on the district website, <http://pgcpschools.org/> , or contact your child's principal at the school office for more information.

Penns Grove - Carneys Point Regional School District Board of Education Policy Manual	
Instructional Program Field Street School Parental Involvement in Title I Program	Series 6000 Policy 6015.2
Date Adopted: August 7, 1995 Date Revised: July 21, 2003, February 11, 2008, August 17, 2009, July 19, 2011 Date Reviewed & Approved: May 9, 2011, August 27, 2012, August 20, 2018	
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Statement of Purpose

A major goal of the Title I program for the Penns Grove-Carneys Point Regional School District and the Field Street School is to encourage greater involvement of parents in the education of their children in partnership with Title I and their school. The following outline is in compliance with Title I legal requirements and in accordance with the district philosophy of providing quality education to every child in the district. This statement represents input from parents and will be available to all parents of Title I children.

Parent Involvement in Developing the Policy

A Parent Advisory Committee consisting of parents, teachers and the school's principal and/or designee will meet to develop the school's Parental Involvement Policy, as described in the school's Title I Plan as per Section 1112 of the ESEA. The Parent Advisory Committee will be chosen from volunteers. The Committee shall provide recommendations for the planning, implementation and evaluation of the school's Title I program. All recommendations from the Committee shall be considered by the board of education, but shall not reduce the responsibility of the board, which shall be free to accept or reject the recommendations as it sees fit. Final authority for any programs remains vested with the board of education. Any publicity concerning the organization, membership, operations, findings or recommendations of the Parent Advisory Committee shall be released only with the permission of the board of education.

Annual Meeting and Other Meetings for Title I Parents

In September, a letter will be sent to all parents of children selected for participation in Title I informing them of selection and the nature of instruction. All parents will be invited to attend this annual meeting at their local school during late September or early October to explain the requirements of the Title I program and their right to be involved.

In addition, other meetings, including parent conferences, will be held at different times throughout the school year to address parental concerns and provide parents with the opportunity to participate in the school review and improvement process, as per Section 1116 of the ESEA, which will include:

- A. Timely information about programs so that they have an opportunity to participate in a more effective way;

- B. School and child performance profiles, including an interpretation of the results;
- C. Opportunities for regular meetings to discuss their child's education; and
- D. Timely response to their questions.

Meeting times will be as flexible as possible, and parents are encouraged to have conferences with their children's teachers on a regular basis.

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School-Parent Compact

According to Title I regulations, each school receiving Title I funds must share responsibility with parents for high student performance by developing a school-parent-student compact jointly with the parents of children participating in the program. These compacts must outline how parents, staff, and students will share responsibility for promoting high student achievement. Parents on each school's Advisory Committee will be involved in designing these compacts.

Student-parent compacts must contain the following checklist of responsibilities that teachers, parents, and students will each have for helping students achieve their goals:

A. Outline how parents, staff, and students will share responsibility for student performance

- describe the school's responsibilities
- describe the ways in which parents will be responsible for supporting their children's learning
- describe what students will be expected to do

B. Address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:

- parent-teacher conferences in elementary schools, at least annually
- frequent reports from teachers to parents on their children's progress
- reasonable access by parents to staff
- opportunities for parents to volunteer and to participate in their child's class
- opportunities for parents to observe classroom activities

Parents are urged to discuss the compact with their children before signing it and having their children sign.

Types of Parental Involvement

There are many ways in which parents can become involved with their children's education. This school values both the at-home contributions and those, which take place at school and in the community. Reading to children at home, talking with them at a family meal, and monitoring their attendance, homework completion and television watching are as important as volunteering at school and serving on advisory committees. Workshops, such as literacy training and technology use, as appropriate, and other programs will be available (some for parents, some for parents and children) to match the expressed needs of parents and staff. Parents will be notified about these opportunities through their child's school. Parents may call the district office or their local school office at any time to express an interest in a particular sort of workshop or to make suggestions. Title I funds may be used for childcare, transportation, or home visits to enable parents to participate in school-related meetings and training sessions. In addition, parents will be invited to participate in the development of the School Improvement Plan, if the school is designed as a School in Need of Improvement (SINI), as per Section 1116 of the ESEA. The district will provide technical assistance and support to the school in planning and implementing an effective parent involvement policy.

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Staff-Parent Communication

Communications between parents and staff are very important in helping children achieve their goals. Notices, phone calls, conferences, and home visits will take place as needed. Parents are encouraged to take the initiative in calling their child's teacher when they are concerned about a problem. They may also call the school office and ask for a translator for conferences. As much as possible, notices sent home would have English on one side, and Spanish on the other.

District-School Responsibilities

The district and the Field Street School are receiving Title I funds, and therefore, will be responsible for doing the following:

1. Provide parents of participating children timely information about programs, a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency level students are expected to meet, and if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children and respond to any suggestions as soon as practically possible;

2. Provide assistance to parents of children served by the school, as appropriate, in understanding such topics as the state's academic achievement standards, state and local academic assessments, the requirements of Title I and how to monitor a child's progress and work with educators to improve the achievement of their children;

3. Provide materials and training to help parents to work with their children to improve their child's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;

4. Educate teachers, pupil services personnel, principals, and other staff, with the assistance of parents, in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school;

5. To the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with other federal programs, such as Head Start program, Reading First program, etc., and conduct other activities, such as parent resource centers, that encourage and support parents to more fully participate in the education of their children;

6. Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format, and to the extent practical, in a language the parents can understand; and

7. Involve parents in the development of training, as appropriate, for teachers, principals and other educators to improve the effectiveness of such training.

**Penns Grove - Carneys Point Regional School District
Board of Education Policy Manual**

**Instructional Program
Field Street School Parental
Involvement in Title I Program**

**Series 6000
Policy 6015.2**

Evaluation

Each year, the school will evaluate the content and effectiveness of the parent involvement policy, assess how much parent involvement has increased, and identify any barriers to parental participation that need to be addressed. The Parent Advisory Committee will be involved in the process of school review and improvements, and parents of children in the school's Title I program will be invited to participate in the evaluation process. The evaluation process will incorporate a variety of measures, including questionnaires sent home to parents, parent meetings, so that the Title I program will be tailored to meeting those needs. The aim will be to evaluate the school's Title I program by collecting information in a variety of ways, including visits to the school and observation of classes, in designing strategies for school improvement and revising the parent involvement policy.

Evaluation of the Title I program will be in compliance with Title I regulations and guidelines.

This commitment to family involvement has been approved by the Penns Grove-Carneys Point Regional Board of Education and will be coordinated through Title I supervisory staff. Direct participation and initiative is deemed a requirement of each Title I teacher's role. The school principal will assume leadership and promote cooperation and energy from all the school staff.

Legal References

NJAC 6A:8-4.1 et seq Statewide assessment system

6A:8-5.1 Graduation requirements

6A:14-3.7 Individualized education program

Manual for the Evaluation of Local School Districts

New Jersey Quality Single Accountability Continuum (NJQSAC)

**FIELD STREET SCHOOL
TITLE I PARENT/TEACHER/STUDENT AGREEMENT**

The Penns Grove-Carneys Point Regional School District envisions the highest level of success for every individual. As such, the district makes the commitment to motivate, to challenge, and to inspire our students to do their very best. To accomplish this, parents, teachers, and students need to work together. We ask that you promise to do this by completing and signing the part of the agreement that refers to you.

PARENT/GUARDIAN RESPONSIBILITIES:

I will do my personal best to:

- Provide support for my child's homework.
- Attend parent/teacher conferences, when needed or requested, for each of my children.
- Attend as many school functions/programs as possible.
- Provide my child with a nutritional breakfast each morning.
- Help my child maintain good attendance.
- Teach my child respect for the rules of the classroom and school.
- Provide my child with a sufficient night's sleep.
- Inquire about my child's progress on a regular basis.

Parent/Guardian's Signature _____ Date _____

STUDENT RESPONSIBILITIES:

I will do my personal best to:

- Make a good effort in class.
- Follow the school rules and classroom rules.
- Return my homework completed.
- Respect other people and the community.
- Ask for help when needed.

Student's Signature _____ Date _____

TEACHER RESPONSIBILITIES:

I will do my personal best to:

- Provide a safe and caring learning environment.
- Follow the curriculum designed for your child in meeting state standards.
- Take into account individual strengths in children.
- Help your child follow the school and classroom rules.
- Keep you informed of your child's progress on a regular basis, including annual student achievement results.
- Schedule parent/teacher conferences.
- Attend school functions.
- Help you with how you can help your child.
- Notify you about the school's improvement status and any supplemental educational services (SES) and/or choice options.

Teacher's Signature _____ Date _____

THANK YOU FOR YOUR COMMITMENT TO OUR PARTNERSHIP

FIELD STREET SCHOOL
CONTRATO TITULO I DE PADRE/MAESTRO/ESTUDIANTE

El Distrito Regional de Penns Grove-Carneys Point desea el mas alto nivel de éxito para cada individuo. Como tal, el distrito se compromete a motivar, retar, e inspirar nuestros estudiantes a aspirar lo mejor. Para lograr esto, padres, maestros y estudiantes deben trabajar unidos. Le exhortamos a que se una a este logro firmando este contrato.

RESPONSABILIDADES DEL PADRE/ENCARGADO:

Yo haré personalmente lo mejor para:

- Proveer apoyo en las tareas de mi niño.
- Asistir a las conferencias de padres/maestros cuando sean necesarios y hayan sido sugeridas para cada uno de mis niños.
- Asistir a las funciones y programas escolares lo mas posible.
- Ayudar mi niño a mantener buen asistencia.
- Enseñar mi niño a obedecer las reglas del salón y de la escuela.
- Asegurarme que mi niño se acuesta temprano a descansar.
- Preguntar del progreso de mi niño regularmente.

Firma el padre/encargado _____ Fecha _____

RESPONSABILIDAD DEL ESTUDIANTE:

Yo haré personalmente lo mejor para:

- Salir bien en las clases.
- Obedecer las reglas de la escuela y del salón.
- Completar mis tareas y devolverlas al maestro.
- Respetar las personas y la comunidad.
- Pedir ayuda cuando la necesite.

Firma del estudiante _____ Fecha _____

RESPONSABILIDAD DEL MAESTRO/A:

Yo haré personalmente lo mejor para:

- Proveer un ambiente seguro y responsable para el aprendizaje de su niño.
- Use el currículo diseñado para su niño siguiendo las destrezas del estado.
- Desarrollar las destrezas en su niño.
- Ayudar su niño a obedecer las reglas escolares y del salón.
- Manténgase informado del progreso de su niño, incluyendo los resultados del aprovechamiento académico anual.
- Arreglar conferencias de padres/maestros y tomar en cuenta el horario de los padres.
- Participar en las funciones escolares.
- Asistirle en como puede ayudar a su niño en su hogar
- Notificársele del estatus de aprovechamiento de la escuela y de los servicios suplementales de educación y otras selecciones educacionales.

Firma de maestro/a _____ Fecha _____

GRACIAS POR SU DEDICACION A NUESTRA ENCOMIENDA.

Specific Concerns Related to Student Conduct

Bomb Threat and/or False Public Alarm

The Penns Grove-Carneys Point Regional School District recognizes the importance of maintaining a school climate that is safe and free of the threat of violence. This district will take every reasonable measure to prosecute those who cause a false public alarm that results in the evacuation of a school building or activity. To this end, any student found guilty of a bomb threat or similar action, which causes a false public alarm, will be brought to the board for an expulsion hearing. Expulsion is the permanent denial of a student's right to attend school. All due procedural rights will be afforded the student as outlined in NJSA Title 18A.

Bus Transportation

IT IS CRITICAL THAT THE FOLLOWING RULES BE FOLLOWED FOR THE SAFETY OF ALL CHILDREN RIDING THE SCHOOL BUS:

1. Uses only the bus and bus stop you have been assigned.
2. Behave appropriately while waiting for the bus.
3. Remain seated, facing front, when the bus is in motion.
4. Do not change seats.
5. Do not talk to or distract the driver unless absolutely necessary.
6. Keep head and arms inside the bus.
7. Do not leave or throw litter inside or outside the bus.
8. Talk quietly, respectfully and obey the bus driver.
9. Switching buses or taking a bus to/from school for convenience of transportation is not allowed.
10. Open containers of food and drinks are not allowed on the bus.
11. Seatbelts on the bus must be worn at all times.

It shall be the policy of the Board of Education of the Penns Grove-Carneys Point Regional School District to establish acceptable student conduct on school district provided vehicles. The bus represents an integral part of the school system and, as such, the same standards of conduct that apply to a school, also apply to a school bus. In keeping with the N.J. Statutes, Chapter 18A:25-2 and 18A:36-2, the following procedures for students deemed unmanageable shall be in effect:

First Offense – The student will be reported to the Administration. A letter or telephone call to the student's parents will inform them of the problem as well as, what procedures will be followed if a second or third offense occurs during the school year. Depending upon the violation, the student may receive a warning, detention (s) or suspension from the bus for a period of five (5) school days. The parent/guardian of any student suspended from riding the

school bus will be responsible for transporting the student to and from school during the suspension period.

Second Offense – Depending upon the violation, the student may receive a warning, a detention (s) or suspension from the bus for a period of ten (10) school days. The student's parent/guardian is to be notified of the violations(s) and what procedure will be followed for each subsequent violation/offense that may occur during the school year. The parent/guardian of any student suspended from riding the school bus will be responsible for transporting the student to and from school during the suspension period.

Third Offense – Depending upon the violation the student will be excluded from the bus for a period of up to fifteen (15) school days. The student's parent/guardian is to be notified of the violations(s) and what procedure will be followed for each subsequent violation/offense that may occur during the school year. The parent/guardian of any student suspended from riding the school bus will be responsible for transporting the student to and from school during the suspension period.

Subsequent Offenses-Any further infractions may result in being subject to an additional thirty (30) days suspension of bus privileges or a possible suspension/expulsion from school.

Permanent Loss of Bus Privilege - Any student who is permitted to ride a school bus as a courtesy: by the school district and continuously violates school bus conduct rules or commits serious violations, such as fighting, drug use/possession/distribution, weapon use/possession, vandalism, etc.; while riding on school district provided vehicles, may have his/her bus privileges suspended indefinitely for the remainder of the school year with the approval of the Superintendent of Schools. Parents shall be responsible for providing transportation to and from school during that period.

The penalty for bus conduct violations shall apply to the bus route to and from the destination on which the infraction occurred.

Any acts of vandalism will be reported to the Administration. The Administration will determine the action to be taken depending on the severity of the offense.

Absenteeism from school during this period will be considered truancy in accordance with school policy on attendance.

Cheating

Students are required to observe ethical procedures in their studies. Any cheating or copying on tests or quizzes will result in disciplinary action and reduction in grades. Premeditated cheating, such as plagiarism, writing on desks, cheating sheets, open books, etc., may result in counseling or disciplinary action.

Cyber-Bullying

The Board of Education expressly forbids cyber-bullying. For the purposes of this policy, "cyber-bullying" shall mean using the communication capacities of computers, the Internet and/or other digital communication devices to bully others by:

- Sending or posting cruel messages or images;

- Threatening others;
- Excluding or attempting to exclude others from activities or organizations.
- Starting or passing on rumors about others or the school system;
- Harassing or intimidating others;
- Sending angry, rude or vulgar messages directed at a person or persons privately or to an online group;
- Sending or posting harmful, untrue or cruel statements about a person to others;
- Pretending to be someone else and sending or posting material that makes that person look bad or places that person in potential danger;
- Sending or posting material about a person that contains sensitive, private or embarrassing information, including forwarding private messages or images and/or,
- Engaging in tricks to solicit embarrassing information that is then made public.
- Pupils found to be engaging in activities as described above shall be subject to the terms and sanctions found in this policy and the discipline code of the district.

Drugs, Alcohol & Tobacco (Substance Abuse)

The Penns Grove-Carneys Point Regional School District Board of Education recognizes that drug and alcohol abuse present a growing problem in society and is aware of the vital role played by the schools in the efforts of the community to control this problem. The board believes that an educational and therapeutic approach to the problem is more effective than one, which is solely punitive in nature. The board's concern is also to protect students who do not abuse drugs and alcohol, as well as to provide help for those who do. Athletes are urged to review the additional regulations in the PGHS Athletic Code of Ethics.

For the purpose of this policy, "drugs" shall mean:

- All dangerous controlled substances as so designated and prohibited in New Jersey statutes; all chemicals which release toxic vapors as defined and prohibited in New Jersey statutes;
- All alcoholic beverages; anabolic steroids;
- Any prescription drug, except those for which permission for use in school has been granted pursuant to board policy.

The use, possession and distribution of alcohol or other drugs on school premises, at any board sponsored event, or on any board transportation vehicle is prohibited, and any pupil who uses, possesses or distributes alcohol or other drugs shall be subject to discipline, including suspension or expulsion, and shall be reported to law enforcement authorities.

Pupils suspected of being under the influence of alcohol or other drugs shall be evaluated and reported according to law and code, and may be referred for treatment. The Board of Education will bear the expense of such treatment or examination, if necessary, due to the lack of insurance or appropriate funding by parent or guardian.

Reporting, Notification and Examination: Role of the School Staff

Alcohol and Other Drugs

1. Any professional staff member having reason to believe that a pupil is under the influence of alcoholic beverages, or anabolic steroids, or a substance, as such as defined by N.J.S.A. 18:40A-9, on school property or at a school function shall report the matter as soon as possible to the school nurse, the Principal, and the Student Assistance Counselor, or in case of their absence, to their designee.
2. The pupil shall be removed to a protective environment for observation and care by the school nurse or designee. The Principal shall request the assistance of the school nurse and/or the Student Assistance Counselor in assessing the physical state of the pupil. The Principal and/or the Student Assistance Counselor shall immediately notify the parent or guardian and the chief school administrator and arrange an immediate examination of the pupil, which will include a urine toxicology and alcohol screen. In the case of anabolic steroids, the doctor will decide what examination will be used for the purpose of diagnosing whether or not the pupil has been using. The examination may be performed by a physician selected by the parent or guardian or by the medical inspector, if immediately available. A parent or guardian should also accompany the pupil.
3. If the parent/guardian refuses or fails to have the pupil examined to determine if he/she is physically or mentally able to return to school, the chief school administrator or his/her designee is required to report the incident to the New Jersey Division of Child Protection & Permanency (DCP&P) and deem it a violation of the compulsory education laws and take suitable action. **The pupil will also be considered in violation of the drug and alcohol policy (student considered positive).**
4. A urine drug/alcohol toxicology test is required if a pupil is referred for suspicion of drug/alcohol use. This test will be administered by a third party agent contracted by the PGCP Regional School District. If the parent/guardian declines testing by the third party agent, the parent/guardian may take the pupil for drug/alcohol testing with a private physician at the parent's/guardian's expense. This test must be completed within **two (2) hours** of referral.
5. If at the request of the parent or legal guardian, the medical examination is conducted by a physician other than the medical inspector; such examination shall not be at the expense of the district board of education.
6. A written report of the medical examination shall be furnished to the parent or guardian of the pupil, the Principal, and the Student Assistance Counselor and the Superintendent of Schools by the examining physician **within 24 hours**, except in the case of anabolic steroids. Additional time may be required for completion of anabolic steroid tests. Students under suspicion of anabolic steroid use will be permitted to return to school while awaiting results of testing.

7. Any student who fails to provide proof to the school **within 24 hours** after the referral that they have had a physical examination and a drug/alcohol screening will automatically be suspended for a minimum of 4 days as per the discipline policy regardless of the outcome of the test. If the test is positive, further action will be taken. However, a physician's report including a drug and alcohol analysis, which states the student's fitness to return to school, will be required. If there is a positive diagnosis from the medical examination indicating that the pupil is under the influence of intoxicating drugs/alcohol or if the pupil is diagnosed as using anabolic steroids, the pupil shall be returned to the care of a parent or guardian as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent or guardian of the pupil, the Principal, Student Assistance Counselor, and the Superintendent of Schools from a physician who has examined the pupil to diagnose drug use. The report shall certify that the pupil is physically and mentally able to return to school. In addition, the designated staff member shall complete the Violence, Vandalism and Substance Abuse Incident Report.

8. Students returning to school after a positive diagnosis for an illegal substance as defined by N.J.S.A. 18:40A will be subject to random drug testing upon request by the Student Assistance Counselor, Nurse and/or Administration. **Random drug screening will remain in effect until the student's graduation from PGHS.**

9. While the pupil is at home because of the medical examination, or after his or her return to school, the school may require additional evaluation through the Student Assistance Program for the purpose of determining the extent of the pupil's drug use and its effect on his/her school performance.

10. Following a complete investigation of the incident, a conference shall be arranged with the pupil and his/her parent(s) or guardian(s), Principal or designee, and the Student Assistance Counselor and others as deemed necessary. A plan to address those specific needs, which the pupil may have, shall be developed following the parent conference.

11. The district shall provide services through the Student Assistance Program for the evaluation and referral for treatment of pupils whose use of drugs has affected their school performance or who possess or consume drugs in school or at school functions.

12. Any staff member who reports a pupil to the Principal, school nurse and/or the Student Assistance Counselor, in compliance with the provisions of this subsection shall not be liable in civil damages as a result of making such a report as specified by N.J.S.A. 2A:62A-4 and as provided for under N.J.S.A.

EVALUATION PROCEDURES

Students who voluntarily seek assistance for problems involving alcohol, anabolic steroids and other drug abuse for self or other students, and staff seeking assistance for

students, or students who have had a medical examination that shows a positive diagnosis, shall be referred to the Student Assistance Program to determine whether evaluation is warranted. If it is determined that an evaluation is needed, referral shall be made as follows, depending on the particular case:

1. Referral to a substance awareness education program
2. Referral to the I&RS Team for assessment
3. Referral to a physician for examination
4. Referral to trained service providers, who are certified alcoholism or substance abuse counselors, who are resource persons or who work in conjunction with certified teachers or counselors for assessment
5. Evaluation by the Child Study Team (as appropriate)
6. Permitted only with the approval of the Board of Education

TREATMENT PROCEDURES

When a student has been diagnosed as having an alcohol or drug dependency problem, the student shall be provided by the following depending upon the particular case:

- Support services from teaching or counseling staff
- Intervention by the Student Assistance Program who are school teaching staff members or counselors or who are acting as resource persons or working in conjunction with school certified staff
- A modified program of instruction
- Referral to a community agency

School-related activities for DRUG AWARENESS

- Red ribbon week
- Peer education program
- Drug and alcohol abuse instruction
- Family life curriculum
- School assemblies
- Individual/small group counseling
- Community-sponsored activities
- Law enforcement liaison
- School-based youth services
- Student Assistance Counselor
- Pre-prom/graduation awareness program

Reports of harassment, intimidation or bullying including anonymous reports, made to teacher or aides are to be investigated by the School Safety Committee. The Board of Education has an approved policy concerning harassment, intimidation and bullying. That policy, number 5131.9 appears in the appendix of this handbook.

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to

educate its students in a safe environment; and since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

“Harassment, intimidation or any bullying” is defined as any gesture or written, verbal, electronic, or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory handicap, or by any other distinguishing characteristic, that takes place on or off school property, at any school-sponsored function or on a school bus and that:

- A reasonable person should know, under the circumstances, will have the effect of harming a pupil or damaging the pupil’s property, or placing a pupil in reasonable fear of harm to his/her person or damage to his/her property; or:
- Has the effect of insulting or demeaning any pupil or group of pupils in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Depending on the circumstances, each of the following actions can be sexual harassment:

- Suggestive behavior.
- Sexual staring or leering.
- Sexual or smutty jokes.
- Sexual propositions, such as continually asking you out, phoning you, or asking for sexual favors.
- Sexual or physical contact, such as touching, slapping, kissing or pinching.
- Sexually offensive gestures.
- Intrusive questions about sexual activity.
- Sexually explicit or offensive material that is displayed in a public place or put in your work area or belongings.

Acts of harassment, intimidation or bullying may also be a pupil or group of pupils exercising control over another pupil, in either isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g. bullying).

Fighting

Any student or students found to be involved in a fight, assault, battery, or any other action that jeopardizes the safety and well-being of another individual(s), will be suspended from school.

The school district may contact the local Police Department when students are engaged in a fight at the middle school and high school levels. The parent/guardian will be notified to pick up their child. A court complaint may be signed against the student for disorderly conduct. School counseling/mediation will be offered to students involved in these incidents.

Stealing

Stealing is a serious offense, which may necessitate the offender being turned over to police authorities. Every effort will be made to apprehend the guilty persons. Your cooperation is requested in this matter. In order to protect yourself, keep your locker locked at all times. Do not leave rings, watches or other valuables unattended. Carrying cases and satchels brought to Field Street School and taken home are subject to inspection by school authorities.

Students should not carry amounts of money to school in excess of \$20.00. If, for a good reason, a student must carry a considerable amount of money to school, he/she should deposit this in the Main Office and redeem it at the proper time. Teachers are not to be responsible for holding students' money or any other valuable items.

Students should report all losses immediately to the teacher involved and/or the school authorities. Field Street School is not responsible for the loss of personal property. The school, however, will do all in its power to recover the item stolen and punish the guilty person.

Any students who violate this provision will receive four days Out-of-School Suspension.

Violence, Vandalism and Theft

Please refer to Policy 5131.5 and 5137.5 in the policy section of the student handbook. Vandalism means intentional or reckless damage to the property of another or an attempt to damage the property of another. Theft means taking a property without consent. Property means all property including school and personal property. The level of offense will be determined by the Principal.

Possible consequences for vandalism and/or theft are as follows:

1. Teacher/student conference; plus restitution, clean-up or repair by student & parent notification.
2. Principal/student conference, parental conference, administrative detention.
3. Suspension/parental conference.

Glossary of Disciplinary Actions

Teacher Detention

A teacher detention will be determined by the teacher. A detention can be held during recess time or after school. Parents will be notified of the offense and detention time. Excessive detentions, at the discretion of the teacher, may be referred to the office for appropriate action with documentation of prior strategies used to correct the problem. Students are expected to report to teacher detentions after receiving 24 hour notice and a detention slip. Students who do not report to teacher detentions are subject to disciplinary action by the administration.

Lunch Detention

Lunch detention will be held Monday through Friday during their lunch and recess time. Students are reminded of detention by their classroom teacher. Students who refuse to attend are subject to further disciplinary action. Lunch detention may be assigned by the teacher in which case the student will report to the classroom to meet with his/her teacher, or by the principal, in which case the proctor will escort the student to the noon room.

Administrative Detention

Administrative Detention will be held Monday through Thursday after school. Students must report to the main office prior to going to detention. Students should bring school work to detention. Students who fail to report to Administrative Detentions are subject to further disciplinary actions. An Administrative Detention or lunch/recess detention is one which results from a disciplinary referral or any other misconduct observed on school property, during or after school hours. Serious disruptive behavior, which denies others the opportunity to benefit from the learning process in any fashion, will result in a disciplinary referral to the main office. Any student who is suspended **may be required to be accompanied** by a parent or guardian upon returning to school in order for admittance back to class. Students on suspension may not attend school related functions (including weekend activities) and are not permitted on school property.

Out of School Suspension

Students are required to stay at home and are not allowed to return to the normal school day until resolution to the code violation. Considered a serious consequence of specific student code of conduct violations.

Suspensions are imposed for continued violation of school rules or for serious offenses.

During the period of suspension, students are not to be on school grounds or at any extracurricular activities. In order to be readmitted after a suspension, a parental conference/contact is required. Students must report to the Assistant Principal upon entering building.

Serious violations of school regulations, which create a dangerous or unsafe condition for other pupils or staff, shall cause a pupil to be suspended upon the first offense. Penns Grove High School students suspended for such reasons as stated above, including but not limited to fighting, shall be issued a contract. Upon issuance of a student contract, the pupil will receive notice that the infraction has resulted in the loss of all school sanctioned privileges. Pupils will be issued a contract as listed in the glossary of disciplinary actions. Seniors who commit a third suspendable offense for reasons stated above shall be suspended to a Board of Education hearing where his/her ability to march in graduation will be determined.

Parent Notification and Conference

Parents/guardians are required to meet with the administration of the respective school to discuss the scope of infraction or student code violation and actions to be taken.

Police Contact

In some very specific situations the school administration is required to contact the police department due to the nature of the student code violation.

Student Assistance Counselor and/or Guidance Counselor

Due to the nature of the code violation and/or determined by school administration, a student may be expected to be counseled by the student assistance counselor.

The Student Assistance Counselor (SAC) offers help to students at high risk for or involved in: (1) drug use, (2) truancy, (3) absenteeism, (4) discipline problems, (5) dropping out of school, and (6) teen pregnancy and teen parents.

The SAC can provide individual as well as group counseling; referral to out-of-school agencies; information about drugs, signs and symptoms; and presentations to community groups. These services are available to students, parents and community members. The SAC can also facilitate Peer Mediations.

The Penns Grove-Carneys Point Regional School District Drug Policy is also available through the SAC.

The SAC is an advisor to the Peer Education Program and REBEL. Both programs consist of highly motivated students living drug free lives.

Superintendent of Schools Hearing

Due to the nature and severity of the student code violation, the student must be accompanied by his/her parents to meet with the superintendent of schools for resolution to the student code violation.

Board of Education Hearing

Final step and most severe, when required, due to the nature of the severity of the student code violation, the student and parents must go before the board of education to determine resolution to the violation.

Restitution

When a student has taken property that does not belong to them and it has been proven that the property was taken, the student must compensate for the property.

Pass Restriction

Students may have limited freedom to pass in the hallways and it may be restricted.

Student Contract

A student contract is prepared by school faculty and staff for implementation by the student. The contract has a specific timeline attached to its implementation and completion.

Meeting with Affirmative Action Officer

Due to the type of student violation of the code of conduct and it impacts on the rights of other individuals, the student may be required to meet with the Affirmative Action Officer.

Physical Restraint Policy

The Penns Grove-Carneys Point Regional School District recognizes that some students attending our district will exhibit behaviors that are disruptive to the social and physical environment of the school, and are a danger to themselves and others and reduce the students' potential for learning. In order to reduce the chance of injury to self or others, there may be times when non-violent crisis intervention restraint techniques will be used. This policy applies to all, including regular education students and students with disabilities.

The two goals that this policy enforces only after other less intrusive methods have been attempted or considered are:

- To administer physical restraint only when needed to protect a student or member of the school community from imminent, serious physical harm; and,
- To prevent or minimize any harm to the student as the result of the use of physical restraint.

Physical restraint shall be used only in emergency situations, after other less intrusive alternatives have failed, been deemed appropriate, or when otherwise specified in a behavioral plan. Less intrusive alternatives may include but are not limited to the following techniques: relationship building, positive reinforcement, positive behavior supports, verbal de-escalation, and time-out procedures.

Unless specifically indicated in an agreed-upon Behavioral Intervention Plan, physical restraint may **not** be used as a response to property destruction, disruption of school order, a refusal to comply with a school rule or staff directive, or verbal threats which do not constitute a threat of imminent, serious physical harm.

Additionally, each school will identify specific staff to serve on a school-wide restraint team to ensure proper administration of physical restraint. Individuals who administer restraints must participate in an in-depth training with respect to positive behavior supports (PBS), de-escalation techniques, restraint and implementation of the procedures.

It should also be noted that nothing in the policy precludes a teacher or other staff member from using reasonable force to protect students, themselves, or other persons from assault or imminent, serious physical harm.

Further procedures regarding physical restraint can be obtained by request.

Student Grievance Procedure

Any parent or pupil who has a grievance against a teacher, school policy, school rules, or regulations shall present the grievance in writing and proceed as follows:

1. Present the grievance to the building principal, who will arrange for a conference between the aggrieved person, the teacher, and an administrator, or a supervisor.
2. If the grievant is not satisfied with the decision at the first level, the grievant may present the grievance in writing to the Superintendent

- of Schools, who will arrange a meeting to discuss the situation with the aggrieved party.
3. If the grievant is not satisfied with the decision of the Superintendent of Schools, the grievant may request a hearing with the Board of Education. The Superintendent of Schools will arrange such a meeting, if requested by the grievant.
 4. The Board of Education will meet with the aggrieved person and will answer the grievance in writing, within twenty (20) days of the hearing with the Board of Education.

Elementary School Information (Students & Parents at Field Street School)

Operational Items Unique to Our Elementary Schools

Each school provides for the unique needs of their students based on the age of the student and curriculum priorities.

Assemblies

School assemblies are a way of broadening the overall educational program. Students should be on their very best behavior during such programs.

Acceptable standards of behavior for assemblies:

- Walk to and from assemblies in a quiet and orderly fashion.
- Listen attentively.
- Show respect and courtesy to one another and the presenter(s).

Before-school/After-school Care

SACC Students

Our SACC Program provides child care for kindergarten through fifth grade. SACC students are dismissed at 3:10 PM to the cafeteria where they are supervised by a SACC employed individual.

*Parents/Guardians wishing to participate in the after school child care program (SACC) must call 299-4700 to make those arrangements.

Early Dismissal

Parents must complete the Authorization to Release Student and return by October 1st. This form will allow for only those person(s) listed to pick up your child for an early dismissal. All person(s) will need to present a photo ID. If you have not received such form, please contact your child's teacher. **Those listed on the Student Emergency Card are for the nurse's benefit only and will not be permitted to pick up a student for early dismissal. Please use the Authorization to Release Student form. This is for the welfare and safety of your child. It is the responsibility of the parent to ensure that this form is updated as needed.**

Extra-curricular Activities (examples)

Extracurricular activities include: Safety Patrol, Choir and Instrumental Lessons. Information is available during the school year on each of these activities and others.

Field Day

During the spring, the Physical Education Staff organizes a day of physical activities to culminate their respective grade level curriculum goals.

Field Trips

Student participation on Field Trips is contingent upon parent/guardian permission and final approval by the Administrator. **No handwritten notes from parents will be accepted as Field Trip Permission slips.**

Gum

Gum chewing is not permitted at any time. Careless disposal of gum in drinking fountains or on furniture and floors creates an unsanitary condition and contributes to costly repairs.

Homework

It is expected that all students devote time to home study. All students should have homework assigned to them on a daily basis. **Each school will determine the amount of homework that is appropriate for the student.** If your child will be absent from school, a request for homework should be made by 10 a.m. to pick up after 3 p.m. in the main office. If not picked up within 24 hours, it will be returned to the teacher. Teachers are not expected to provide homework for a student on vacation. Students will have one day for each day absent to make up work.

Library Rules

At the end of each trimester, students who have not returned their library books will not be permitted to take out additional books until the overdue book is returned or paid for. In May, the librarian will notify students and parents by mail of outstanding books and/or fines. Please keep in mind that this may prevent students from participating in any end-of-the-year activities or field trips.

Phone Calls

STUDENTS ARE NOT PERMITTED TO TAKE PHONE CALLS.

Students are only permitted to receive **emergency** phone calls. A secretary will call the student to the office. Students will be permitted to use the telephone for **emergencies** in the Guidance or Main Offices. Students are to speak with their teacher, the school counselor or an administrator to get permission to place an emergency call. Your cooperation in assisting us is greatly appreciated.

Parents may contact their child's teacher by calling 299-0170 and following the phone prompt to the school directory and you will be connected with the teacher's voicemail and he/she will contact you as soon as possible.

Possession of Non-School Items

Some students possess items that are not appropriate for use in school. Many times these items disrupt the educational environment.

Electronic devices of the types listed below are not permitted:

- Tablets/Computing Devices (Unless authorized by classroom teacher/administrator)
- Radios/Audio devices
- Laser pens
- Any kind of handheld videogame (Gameboy, PSP, etc.)

While it is discouraged for students to bring cell phones to school, we recognize the need for students to have phones for the purpose of communicating with parents while in route to and from school. **The expectation is that once the student arrives at school, the phone will be powered off and put away. The phone is not to be visible at any time.**

Other non-school items include but are not limited to:

- Toys (of any kind), Slime, Pokémon cards, Water guns etc.

In general, if it does not have an instructional purpose it should not be brought to school.

Students may be subject to disciplinary action for failure to adhere to the above rules. Prohibited items will be confiscated and turned over to the Principal who will contact the parent to alert them of the infraction and arrange for item(s) to be picked up.

Student Placement and Parent Requests

Students will always be placed in classrooms with teachers that provide them with the greatest opportunity for success. The placement of students is at the discretion of the principal. In those instances when a parent has a concern about his/her child's placement, the parent must share his/her concerns in writing. The concerns must be forwarded to the school principal so that a determination can be made as to whether a change is warranted. The principal will consider all factors involved including the school's ability to support the proposed change. The decision will be communicated to the parent. **In general, changes will not be made to a student's placement unless there is a safety issue or another concern that would disrupt the educational process.**

SUPPORT SERVICES

In order to effectively meet the needs of individual students, the district provides a number of services in addition to direct classroom instruction. These include:

COUNSELING

Our guidance counselor is available to help students adjust to the school routine and resolve problems that interfere with their academic and emotional development while attending School. In addition, the counselor is available to meet with teachers and parents to provide assistance as needed.

CHILD STUDY TEAM

The district has a Child Study Team made up of a Psychologist, Learning Disabilities Specialist, and a Social Worker. This group assists parents and teachers in providing appropriate educational programs for students with identified learning problems.

INTERVENTION AND REFERRAL SERVICES

An I&RS committee has been developed to help teachers and parents provide instructional strategies for regular education students who are experiencing learning and/or behavioral difficulties. Teachers may refer students who are having academic concerns. The team will meet and develop strategies and interventions. These

interventions will be used in the classroom setting to accommodate the academic and/or behavior concerns. The team will meet within 30 days to review the status of the intervention and revise if necessary. The parent will be notified by the counselor of all strategies and interventions.

REMEDIAL INSTRUCTION

The district provides supplemental instruction to students who do not meet minimal grade level standards. Federal Title I money and state at-risk dollars are used to fund this instruction in reading, language arts, and math skills. You will be notified if your child is eligible for these services.

SPEECH /LANGUAGE SPECIALIST

A speech/language specialist is available to work with students who exhibit difficulty in some areas of speech and language development. The speech therapist works with students individually or in small groups.