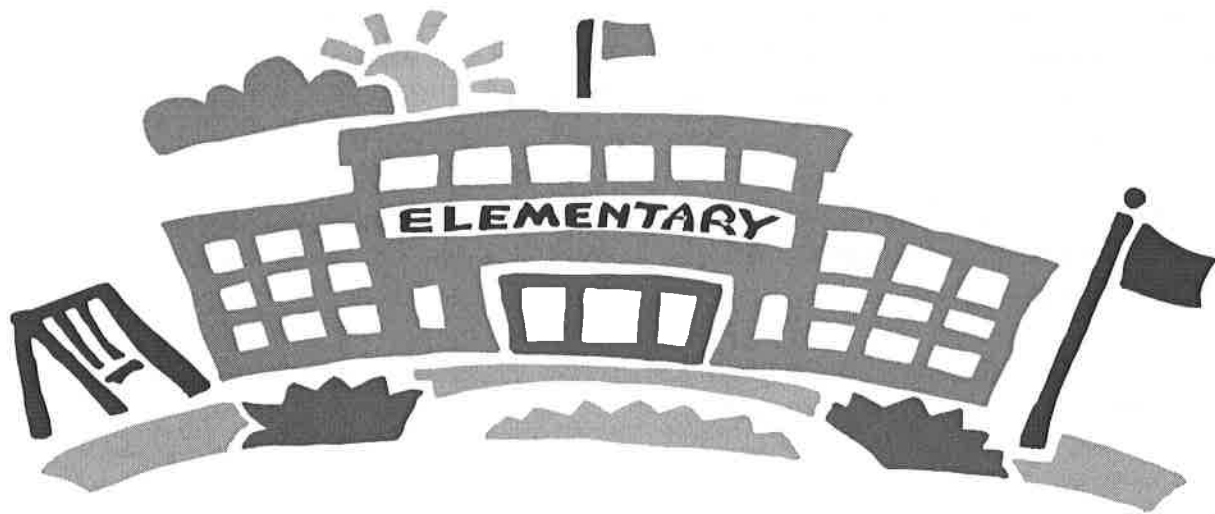


FIELD STREET SCHOOL

STUDENT HANDBOOK

2016-2017



**Parent/Student/School Contract**  
**Field Street School Consent Form**

Dear Parents/Guardians and Students:

We have prepared the Field Street School Parent/Student Handbook to provide parents/guardians and students with a clear understanding of school policies and expectations. Parents/guardians and students are asked to review the rules and procedures below. Please sign the statement at the bottom of the page indicating that you have read the handbook and understand your responsibilities.

Thank you for your cooperation in this matter. We look forward to a productive year!

Sincerely,  
*Ms. M. Kwiathowski*

- I grant permission for my child's photo/image and name to be published on the school and/or district's public internet website, as well as, local newspapers. Pursuant to law, the school will not release any personal identifiable information without prior consent.
- I understand that the Board of Education prohibits acts of harassment, intimidation or bullying of students, employees, visitors and volunteers. The HIB Specialist is Ms. Amy Lance, 856-299-0170 x. 1121; [alance@pennsgrove.k12.nj.us](mailto:alance@pennsgrove.k12.nj.us); and the district HIB Coordinator is Ms. Charlyn Martin, 856-299-3230 x. 5150; [cmartin@pennsgrove.k12.nj.us](mailto:cmartin@pennsgrove.k12.nj.us). The specific policy and procedures are on the district website: [www.pgcpschools.org](http://www.pgcpschools.org).
- I understand if I do not have access to a computer, I may request a hardcopy of the student handbook by calling the school office at 856-299-0170.

**Student Agreement:** I have read the Field Street School Parent/Student Handbook and understand the rules and policies of the school.

Print Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Teacher Name: \_\_\_\_\_

**Parent/Guardian Agreement:** Please check the following statement:

\_\_\_ I give permission as to the above policies and procedures as outlined in the Field Street School Handbook.

I have read the Field Street School Parent/Student Handbook and will help my child to understand and follow the stated guidelines.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN TO YOUR CHILD'S TEACHER ON OR BEFORE FRIDAY,**  
**SEPTEMBER 23, 2016.**

**PENNS GROVE-CARNEYS POINT REGIONAL SCHOOL DISTRICT  
SCHOOL CALENDAR  
2016-2017**

**SEPTEMBER 16**

M	T	W	Th	F
			1	2
5	6*	7*	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**OCTOBER 16**

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

**NOVEMBER 16**

M	T	W	Th	F
	1	2	3	4
7	8	9*	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

**DECEMBER 16**

M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**JANUARY 17**

M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Sept. 5 Labor Day  
 Sept. 6-7 Staff In-Service  
 Sept. 8 School Opens-Students  
 Oct. 10 Columbus Day  
 Nov. 9 Staff In-Service  
 Nov. 10-11 NJEA Convention/Veterans Day  
 Nov. 15-17 Gr. 6-8 Only Early Dismissal  
 Parent Teacher Conference  
 Nov. 23 Early Dismissal  
 Nov. 24-25 Thanksgiving Holiday  
 Dec. 13-15 Gr. PreK-5 Only Early Dismissal  
 Parent Teacher Conference  
 Dec. 22 Early Dismissal  
 Dec. 23-30 Winter Recess  
 Jan. 2 New Year's Day Holiday  
 Jan. 16 Dr. Martin L. King, Jr. Day  
 Jan. 27-31 PGHS Exams -Early Dismissal  
 Feb. 17 Lincoln's Birthday  
 Feb. 20 Washington's Birthday  
 Feb. 21-23 Gr. 6-8 Only Early Dismissal  
 Parent Teacher Conference  
 Mar. 17 Salem County Professional Development Day  
 Mar. 21-23 Gr. PreK-5 Only Early Dismissal  
 Parent Teacher Conference  
 Apr. 13 Early Dismissal  
 Apr. 14-18 Spring Recess  
 May 19 Staff In-Service  
 May 29 Memorial Day  
 June 14, 15, 16 Early Dismissal  
 June 16 Last Day for Students

**FEBRUARY 17**

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

**MARCH 17**

M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17*
20	21	22	23	24
27	28	29	30	31

**APRIL 17**

M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**MAY 17**

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19*
22	23	24	25	26
29	30	31		

**JUNE 17**

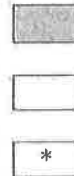
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**PUPIL ATTENDANCE DAYS**

Sept. 17 Feb. 18  
 Oct. 20 March 22  
 Nov. 17 April 17  
 Dec. 16 May 21  
 Jan. 20 June 12

**Total Projected Student Days 180**

**Emergency Closure:** Please do not schedule any event that would necessitate your absence from school during the months of April and June in the event we would have to extend school due to snow/emergency closings. Should it be necessary to extend the school year, or reschedule dates, approval for requested leaves will not be granted. Please note that there are no snow days built into the calendar.



Early Dismissal  
 School Closed for Students  
 Staff In-Service

*FIELD STREET SCHOOL  
2016-2017  
STAFF CLASSROOM/MAILBOX*

Staff	Assignment	Class Room	Mailbox	Ext.	
Adams, J.	Grade 2	129	1129	1129	
Alston, G.	CST	CST	1204	1204	share
Baker, J.	Instructional Aide				share
Bevis, M.	Grade 3	113	1113	1113	
Bowen, J.	Instructional Aide				share
Brayerton, B.	Grade 2	132	1132	1132	
Brown, M.	Grade 3	111	1111	1111	
Bucksar, V	Grade 2 Res. Rm	12	1012	1012	share
Burden, P.	Instructional Aide				share
Cahill, F.	Grade 2	14	1014	1014	
Calce, L.	Grade 2 Res. Rm	12	1012	1012	share
Cleveland, O.	Gym	Gym	1120	1120	
Cole, L	Grade 3	106	1106	1106	
Conde, J.	Instructional Aide	01	1001	1001	share
Cotto, I.	Spanish	112	1112	1112	share
Darling, L.	Instructional Aide	05	1005	1005	share
Donnell, R.	Grade 1	03	1003	1003	
Eisenhart, E.	Art	123	1123	1123	share
Eisenhart, M.	Grade 3 Self Contained	127	1127	1127	
Elias, D.	Secretary	Main Office	1201	1201	
Grasty, G.	Instructional Aide				share
Griffith, B.	Grade 1 PO & Resource Room	16	1016	1016	share
Guldin, M.	Grade 3 PO & Res. Room	104	1104	1104	share
Harbeson, E.	Custodian	Main Office	1201/1119	1201/1119	
Hogate, N.	Grade 3	108	1108	1108	
Houck, K.	Library	138	1138	1138	
Jones, E.	Grade 3	110	1110	1110	
Jones, W.	Grade 1	06	1006	1006	
Kelly, M.A.	Instructional Aide	05	1005	1005	share
King, F.	Café	Café	1162	1162	
Kulig, J.	Instructional Aide				share
Kwiatkowski, M.	Principal	Main Office	1200	1200	
Lance, A.	Guidance	108-A	1121	1121	
Lario, E.	TA	05	1005	1005	share
Ledford, G.	Grade 2 Self Contained	126	1126	1126	
Lehr, J.	Grade 1	15	1015	1015	
Lenig, L.	Grade 1	11	1011	1011	
Mackey, M.	Custodian	Main Office	1201/1119	1201/1119	
Maddred, S.	Assistant Principal	152	1152	1152	
Mann, W.	Grade 2	131	1131	1131	
Marinero, T.	Grade 1	16	1016	1016	share
Martin, K	Grade 3	109	1109	1109	
Massari, M.	Secretary	Main Office	1200	1200	
Mattison, K.	Music	159	1159	1159	
McEnroe, L.	Grade 2	128	1128	1128	
McFarland, A	Grade 2 ELL	07	1007	1007	share

*PENNS GROVE – CARNEYS POINT REGIONAL BOARD OF EDUCATION*

*2016 MEETING DATES*

Tuesday, January 5, 2016 (reorganization)

Tuesday, January 19, 2016

Monday, February 1, 2016

Monday, February 22, 2016

Monday, March 14, 2016

Monday, April 4, 2016

Monday, April 18, 2016

Monday, May 2, 2016

Monday, May 16, 2016

Monday, June 13, 2016

Monday, July 18, 2016

Monday, August 15, 2016

Monday, September 19, 2016

Monday, October 3, 2016

Monday, October 17, 2016

Monday, November 21, 2016

Monday, December 12, 2016

## *ATTENDANCE & LATENESS POLICIES*

As we begin the new school year, I 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 school 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 at Field Street and ask for your continued support to instill the value of attending school on a regular basis. If you have any questions regarding the attendance or lateness policies, please feel free to contact the school.

### *ABSENCE/ATTENDANCE POLICY*

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. When a student is unable to attend school, a parent or guardian must call the school at 299-0170, extension 1207 before 9 a.m. of the morning of the absence and state the reason for 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 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 12 p.m. will be counted absent from school for that day.

1. A letter of attendance (5 day legal notice) will be sent to every parent/guardian whose child has 5 or more unexcused 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.

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.

2. Excused absences are:
  - A. A doctor or dental appointment with a note within 3 days of absence.

## *ADDRESS CHANGE/STUDENTS TRANSFERRING*

It is important that parents keep the office informed of any change of address or telephone number. Please contact the office for necessary paperwork.

## *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).

## *BICYCLES*

Students are not permitted to ride bikes to and from school. Also, roller blades, roller skates and skateboards are not permitted.

## *BIRTHDAYS*

Students visit the Office on their birthday for a special Happy Birthday wish and to receive a birthday pencil.

## *BOMB THREAT AND/OR FALSE PUBLIC ALARM*

### *PENNS GROVE – CARNEYS POINT REGIONAL SCHOOL DISTRICT POLICY*

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.

## *BOOKS*

The Board of Education supplies the student with the necessary textbooks. Students are then responsible for the proper care and usage of these books. 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.

## *STUDENT OF THE MONTH*

Each month teachers nominate a student who has displayed an outstanding work ethic, good manners, and kindness towards others and, generally, is deserving of special recognition. At the end of each marking period, these students will be recognized with a certificate and special activities to include the Student of the Month Parade, Breakfast with the Principal, as well as a special activity during their scheduled lunch & recess time. Additionally, each month two students from Field Street will be recognized by the Superintendent of Schools at a meeting of the Board of Education.

## *COMPUTER PROGRAM*

The Field Street Elementary School 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.

*DISCIPLINE*- See attached Board of Education approved Policy #5131

The following is a list of general school rules to be observed at all times:

1. Respect yourself and others.
2. Keep hands, feet, and objects to yourself.
3. Follow directions
4. Stay in assigned areas
5. Walk and talk quietly in the hallways three blocks from the wall.
6. Obey the dress code
7. Refrain from using improper language
8. "Heely" (sneakers) may not be worn to, from or in school.

## 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 activity 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.

When the teacher's discipline plan has failed to solve a problem and the problem continues, then the teacher may send the student to the Guidance office or building level administration.

*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.

Field Street School Safety Committee (Harassment, Intimidation & Bullying)

District Anti-Bullying Coordinator

Charlyn Martin



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 violation(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.

## *FIELD STREET SCHOOL DISCIPLINE POLICY*

### *SCHOOL RELATED OFFENSES*

#### 1. THROWING ANY OBJECTS

Possible Consequences:

1 <sup>st</sup> Offense	Verbal Warning
2 <sup>nd</sup> Offense	1 Noon Room
3 <sup>rd</sup> Offense	1 Administrative Detention

#### 2. DISRUPTIVE BEHAVIOR (CLASSROOMS & HALLWAYS)

Possible Consequences:

1 <sup>st</sup> Offense	Verbal Warning
2 <sup>nd</sup> Offense	2 Noon Rooms
3 <sup>rd</sup> Offense	1 Administrative Detention, Guidance

#### 3. HORSEPLAY (PUSHING & SHOVING)

Possible Consequences:

1 <sup>st</sup> Offense	Verbal Warning
2 <sup>nd</sup> Offense	1 Noon Room

11. DESTRUCTION OF SCHOOL PROPERTY

Possible Consequences:

1 <sup>st</sup> Offense	2 Administrative Detentions, Guidance, Parent Contact/Conference, Restitution
2 <sup>nd</sup> Offense	1 Day Suspension, Parent Contact/Conference, Restitution
3 <sup>rd</sup> Offense	2 Day Suspension, Parent Contact/Conference, Restitution

*ACTIONS AGAINST OTHER STUDENTS*

12. INAPPROPRIATE LANGUAGE, OBSCENE GESTURES TOWARDS ANOTHER STUDENT

Possible Consequences:

1 <sup>st</sup> Offense	2 Noon Rooms, Guidance
2 <sup>nd</sup> Offense	1 Administrative Detention
3 <sup>rd</sup> Offense	3 Administrative Detentions

13. OFFENSIVE OR INAPPROPRIATE TOUCHING AGAINST ANOTHER STUDENT

Possible Consequences:

1 <sup>st</sup> Offense	2 Noon Rooms, Guidance, Parent Contact/Conference
2 <sup>nd</sup> Offense	2 Administrative Detentions, Parent Contact/Conference
3 <sup>rd</sup> Offense	1 Day Suspension, Parent Contact/Conference

14. FIGHTING

Possible Consequences:

1 <sup>st</sup> Offense	1 Day Suspension, Guidance, Parent Contact/Conference, Student Contract
2 <sup>nd</sup> Offense	2 Day Suspension, Parent Contact/Conference
3 <sup>rd</sup> Offense	3 Day Suspension, Parent Contact/Conference

15. PHYSICAL ASSAULT AGAINST ANOTHER STUDENT

Possible Consequences:

1 <sup>st</sup> Offense	2 Day Suspension, Guidance, Parent Contact/Conference, Student Contract
2 <sup>nd</sup> Offense	3 Day Suspension, Parent Contact/Conference
3 <sup>rd</sup> Offense	4 Day Suspension, Parent Contact/Conference

16. HARASSMENT, INTIMIDATION, BULLYING, CYBER BULLYING OR THREATS AGAINST ANOTHER STUDENT (Please note that all reports will be investigated by the FSS Safety Committee)

Possible Consequences:

1 <sup>st</sup> Offense	1 Administrative Detention, Parent Contact/Conference
2 <sup>nd</sup> Offense	3 Administrative Detentions, Parent Contact/Conference
3 <sup>rd</sup> Offense	1 Day Suspension, Parent Contact/Conference

17. POSSESSION OF A WEAPON

Possible Consequences:

1 <sup>st</sup> Offense	1 Day Suspension, Guidance, Parent Contact/Conference, Police Notification, Student Contract
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*FIELD STREET SCHOOL STUDENTS SUSPENDED FOR SEVERE OR REPETITIVE OFFENSES MAY BE ISSUED A STUDENT CONTRACT. THIS CONTRACT SHALL GIVE NOTICE THAT A SUBSEQUENT SUSPENSION OR VIOLATION WILL RESULT IN A HEARING WITH THE SUPERINTENDENT.*

### *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.

### *ADMINISTRATIVE DETENTION*

Administrative Detention will be held Monday, Tuesday, Wednesday and Thursday after school from 3:10 to 3:35 p.m. Students must report to the detention room by 3:10 p.m. 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.

### *LUNCH DETENTIONS*

Lunch detention will be held Monday through Friday in the noon room 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.

### *DISMISSAL*

#### *Parent Pick up Students*

Parent pick up students are dismissed at 3:05 PM to the back door facing the playground area in the back of the school.

1. Non-instructional aides meet these students and escort them to the Parent Pick up location.
2. Any parent picking up a child must come to the back playground doors and have their ID available for the aides.
3. Students who are not picked up by a parent or other designee are returned to the main office accompanied by one of the aides and a phone call is placed to the home to arrange for pick up. These children remain in the main office under supervision of an aide, secretary or principal.
4. The parent is required to come into the building and sign the child out just as is done during the regular school day.

#### *Bus Students*

1. All bus students are dismissed at 3:08 PM and brought by the teacher to the proper location.

## *DRUG-FREE SCHOOLS AND COMMUNITIES ACT*

Each year our school 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 back of Student Handbook.

## *ENROLLMENT*

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.

## *EQUITY/AFFIRMATIVE ACTION ISSUES/504*

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 are maintained in the Principal's office, as well as the Affirmative Action Officer, Director of Curriculum and Instruction - (856) 299-4250 ext. 1122. The district's 504 Compliance Officer is Mr. Sage Schmidt - (856) 299-4250 ext. 1124.

## *HOMELESS STUDENTS*

If you find yourself in this situation, contact Dr. Albert D. Graham, district's local liaison, at 856-299-7025, 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 teacher 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 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.

## *SACC PROGRAM*

Our SACC Program provides child care for kindergarten through fifth grade. Please contact the SACC Program at 299-4700 and leave a message for additional information.

## *LOST AND FOUND*

Items lost may be claimed from a box in the cafeteria. Parents, please note that the lost and found box will be properly disposed periodically throughout the school year.

## *PHONE CALLS*

Students will be permitted to use the telephone for emergencies only in the Guidance Office at the discretion of the counselor. During the absence of the counselor, students are to report to the main office and permission will be granted by the

## *RETENTION/PROMOTION*

The promotion or retention of a child is based upon many factors. Final promotion, academic placement or retention will be made by building administration. Promotion or retention must not be viewed as a reward or punishment. Teachers considering a student for retention will review the student's progress indicators with the guidance counselor, who will immediately meet with the principal. The parents of a child being retained shall be requested to come to the school for a parent/teacher conference or an appropriate phone conference with the teacher is to be held and documented. Teachers will maintain accurate records and student profiles on each child. Evidence of the need for retention will be made available to the principal and guidance counselor throughout the year. Documentation of weaknesses and means of attempted remediation must be available for inspection by building administration and guidance. A student who has previously been retained in a grade will not be considered for retention a second time without completing an I & RS referral for further determination. Only then will a second time be considered under extreme special circumstances.

Please note, in general, if a student fails in two or more areas of core subjects, (language arts, reading, social studies, math, science), he/she is a candidate for possible retention. The final decision is made by building administration after review of all factors.

## *STUDENT PLACEMENT/PARENT REQUESTS*

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

## *STUDENT DROP-OFF AND PICK-UP PROCEDURES*

Students who do not ride a school bus may be brought to school by a parent/guardian. These students are to be dropped off at the back playground from 8:30-8:50 in the morning. An aide will meet the children and escort them safely into the school. Students may not be dropped off prior to 8:30 AM. Supervision is not available prior to 8:30 AM.

The children may be picked up behind the school (commonly referred to as "Parent pick-up) beginning at 3:10 PM. Please do not pull into the staff parking lot during drop-off and pick-up times as this area is reserved for bus traffic during these times. Students will not be dismissed from the front lobby

## *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

- A. Teacher/student conference; plus restitution, clean-up or repair by student. Parent notification.
- B. Principal/student conference. Parental conference. Administrative Detention.
- C. Suspension/parental conference.

### *VISITORS*

*Everyone must enter the building using the front doors of the school. Upon the entrance in the building everyone 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 Field Street School. Spaces are located near the Main Office and Gym Foyer entrances. Handicapped visitors may use the buzzer at the Main Office to enter the building.*