

OAK KNOLL ELEMENTARY SCHOOL

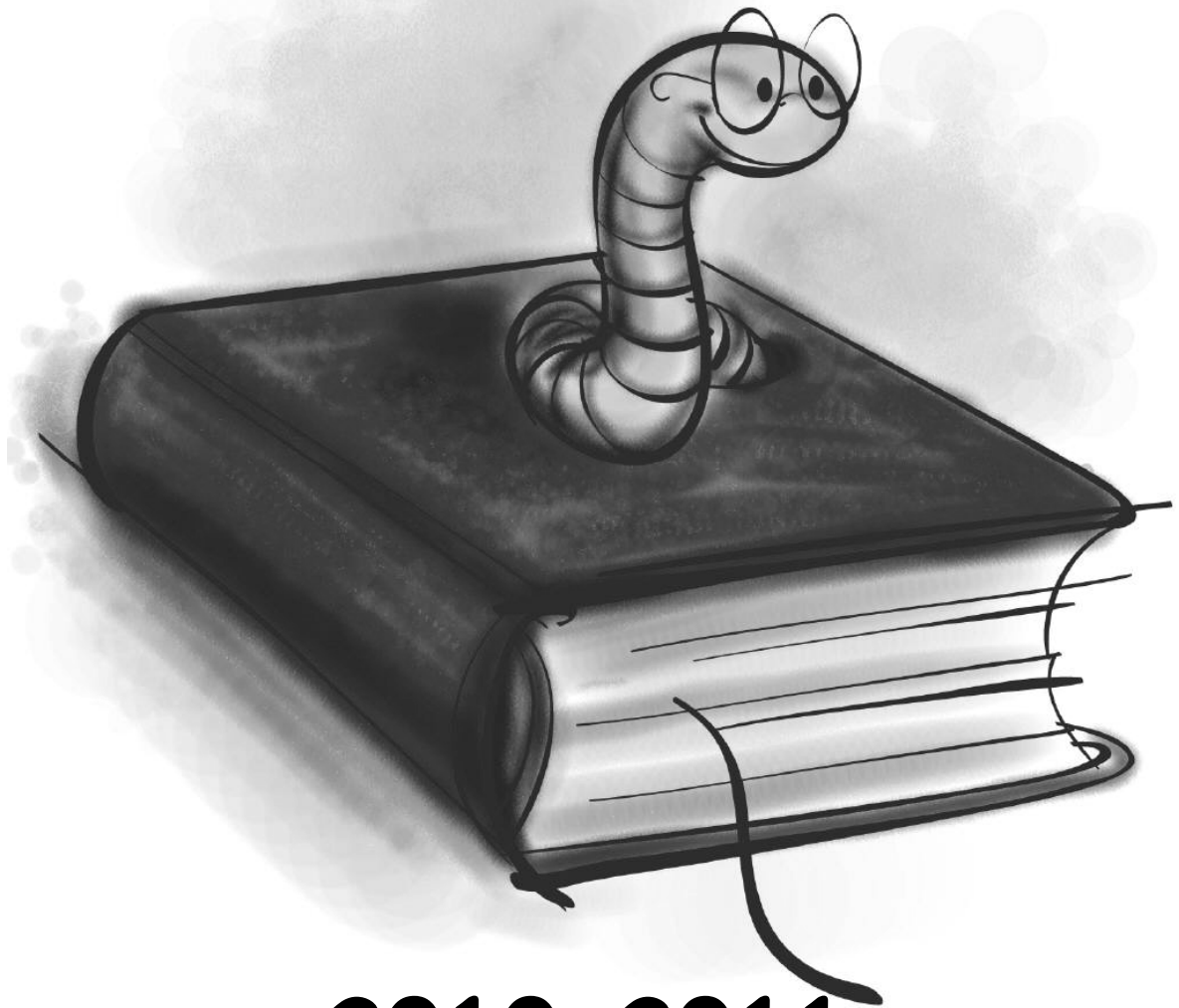
23 Bodine Avenue

Williamstown, New Jersey 08094

(856) 728-3944

www.monroetwp.k12.nj.us

STUDENT HANDBOOK



2010-2011

TABLE OF CONTENTS

General Information

Ms. DelConte Welcome	3
Board of Education Members/Central Administration	4
Mr. Earling's NCLB Notice	5
District Policy and Belief Statements	6
District Affirmative Action Contact Information	7
School Hours	8
Oak Knoll Staff List	9
Oak Knoll E-mail and Room List	10
District Calendar	11
Oak Knoll Calendar of Events	12-13
Board of Education Meeting Information	14-15

Oak Knoll Policies and Procedures

Academic Awards	17
Arriving at School	17
Attendance	17-18
Bicycle Use	18
Bus Transportation	18-20
Cafeteria Information	20
Healthy Eating Letter	21
Care of School Property	22
Chewing Gum	22
Discipline	22-23
Dismissal Procedures	24
Early Dismissal Procedure	24-25
Electronic Devices	25
Elevator Access	25
Extra-Curricular Activities	25
Family Nights	25
Fire and Lock-Down Drills	25
Global Connect	26
Home Study Habits- how parents can help	26-27
Homework Requests	27
Integrated Pest Management	27
Lost and Found	27
Medical and Health Concerns	27-29
Parent-Teacher Organization (PTO)	29
Playground Procedures	29
Promotion and Retention	29-30
School Closings (Emergency)	30
School Security and Visitors	31
Special Services- Child Study Team	31
Student Dress Code	31-32
Substance Abuse Policy	32
Terrific Kids Program	33
Textbook Use	33
Toys	33
Walkers	33
Student Code of Conduct	34-38
Substance Abuse Policy	39
Supervision After School/ Dismissal Policy	40-41



Monroe Township Public Schools

OAK KNOLL ELEMENTARY SCHOOL
23 BODINE AVENUE
WILLIAMSTOWN, NEW JERSEY 08094

“The Journey Begins Here”

CHARLES M. EARLING
Superintendent

JILL DELCONTE
Principal

DENNIS M. SPERA
District Assistant Principal

KRISTY L. BAKER
Head Teacher

(856) 728-3944
Fax (856) 728-6791
www.monroetwp.k12.nj.us

Dear Parents/Guardians and Students of our Oak Knoll Elementary School Family:

On behalf of myself and the staff of Oak Knoll Elementary School, let me welcome you to our school community for the 2010-2011 school year. As each of us look forward to the journey into a new year, like a new box of crayons, full of exciting opportunities to create new experiences, we look forward to meeting new challenges at Oak Knoll: The staff gets to meet a new group of students; the students get to make new friends and learn lots of new things. And this year is especially exciting because the construction project has ended, and Oak Knoll is a bigger and better educational facility, and our home.

I would like you to take some time to review the contents of this handbook; it is full of important information regarding the school schedule, calendar of events, and related educational policies and procedures. In addition to this handbook, the school and district website provide even more information- www.monroetwp.k12.nj.us. If you have any questions or concerns regarding the education of your child/ren please do not hesitate to contact the school at (856) 728-3944.

In my brief time at Oak Knoll, I have developed a deep sense of commitment to the students, staff, and families. It is a wonderful place where young minds are cultivated, learning is active, and responsible young citizens are encouraged. We are all fortunate to be a part of this very special, nurturing school environment. I look forward to working with each family during the 2010-2011 school year.

Yours In Education,

Jill DelConte
Principal

Monroe Township Board of Education

Mrs. Valerie Mercurio, President
Mr. Michael Hamilton, Vice President

Mr. Michael Brandimarto
Mr. George Caruso
Mr. Paul Craig
Mrs. Kelly Enders
Mr. Robert Graham
Mr. Thomas Reed
Mrs. Josephine Staffieri

Monroe Township Public Schools Central Administration

Mr. Charles M. Earling, Superintendent of Schools
Mr. James M. Henderson, Interim Director of Secondary Schools
Mr. David S. Sullivan, Director of Plant Operations
Ms. Lesley McGiboney, Secondary Supervisor of Curriculum & Instruction
Mrs. Carol G. Mizrahi, Elementary Supervisor of Curriculum & Instruction
Ms. Diane Bernstein, Supervisor of Technology
Mr. Michael DeAngelis, Supervisor of Transportation
Mr. Earl J. Vassallo, Interim Business Administrator/Board Secretary

MONROE TOWNSHIP PUBLIC SCHOOL
75 E. Academy Street
Williamstown, New Jersey 08094

Dear Parent/Guardian:

The Elementary and Secondary Education Act is our country's most important federal education law. In 2001 this law was reauthorized and is now called the No Child Left Behind (NCLB). NCLB was designed to make changes in teaching and learning that will help increase academic achievement in our schools.

The law requires that all schools receiving Title I funds must inform parents of their right to ask schools about the qualifications of their child's teachers. Our school received Title I funding and we are happy to share this information with you at your request.

We believe that nothing is more important to your child's education at school than having a well-prepared and highly qualified teacher. The law requires that all teachers must meet a specific legal definition of "highly qualified" in order to teach in schools that receive Title I funding. The legal definition of a "highly qualified teacher" has three parts. It states that the teacher must have the following:

1. A four-year college degree
2. A regular teaching certificate/license
3. Proof of his/her knowledge in the subject he/she teaches

New Jersey has some of the most qualified teachers in the country, and we are extremely proud of the quality of the teaching staff in the Monroe Township School District. All of our regular teachers have college degrees and many have advanced degrees. The State of New Jersey has always required a teaching certificate/license for all teachers. In addition, every teacher continues learning through professional development activities and our teachers are evaluated each year to make sure that their teaching skills remain at the highest possible level.

Most teachers already meet this legal definition of highly qualified. All teachers hired after the beginning of the 2002-2003 school year were required to meet this definition. According to NCLB, veteran teachers, hired before the 2002-2003 school year, who do not meet the legal definition of highly qualified, had until the end of the 2005-2006 school year to do so. The State of New Jersey has requested flexibility from the United States Department of Education to extend the deadline to the end of the 2006-2007 school year.

To ensure that every child in every classroom has a highly qualified teacher, the State of New Jersey and our school district are working together to help teachers meet the requirements of the federal law by providing several options. Teachers will soon be able to take a new test, or they can demonstrate their expertise through a combination of college coursework, professional development activities and experience.

A highly qualified teacher knows what to teach, how to teach, and has a full understanding of the subject matter being taught. We believe that every teacher in our school is fully qualified and dedicated to teaching your child, and we do everything possible to help our teachers who may not yet meet the legal definition required by the federal government

I encourage you to support your child's education and communicate with your child's teacher(s) on a regular basis. For more information on NCLB, and the role of parents, please visit the United States Department of Education Web-Site at www.ed.gov/nclb. By partnering, families and educators can provide your child with the best education.

Sincerely,

Charles M. Earling
Superintendent of Schools

BYLAWS AND POLICIES

The Monroe Township Board of Education shall exercise its rule-making power by adopting bylaws, policies and administrative regulations for the organization and operation of the school district.

The Board desires to make this manual of bylaws and policies a useful guide to all members of the Board, administration of this district, all personnel employed by the Board, and the pupils of the district. Therefore, a copy of this manual is located in each district school and in the central administration office building. It is highly recommended that each individual be familiar with the manual, since it will have a direct effect upon the operation of the schools in this district.

MISSION STATEMENT

The Monroe Township Public School District, an educational team, is dedicated to the development of the potential and uniqueness of the individual student to become effective participants in an evolving global society.

To accomplish this, the school district, in active collaboration with the community, shall provide:

1. A comprehensive and academically challenging, flexible education system of vision and innovation.
2. Programs to develop critical thinkers and creative problem solvers.
3. A safe, secure, clean and supportive environment that will inspire the development of values to encourage, as well as promote individual self-esteem, integrity and dignity.
4. The means to maintain and further develop a dedicated and knowledgeable staff that will encourage individual excellence.
5. Opportunities for lifelong learners to grow as contributing members of the community.

The school district will periodically review and assess the goals, expectations, and action plans.

PARENT INVOLVEMENT

Monroe Township Public Schools involve parents in the decision-making process to plan and implement a parental involvement program and activities to help improve student academic achievement and school performance. Our Parent Involvement Policy is available on our District Website.

Title IX Coordinator - Mr. Charles M. Earling

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in education programs receiving Federal financial assistance. Athletics are considered an integral part of an institution's education program and are therefore covered by this law. It is the responsibility of the Department of Education, Office for Civil Rights, to assure that athletic programs are operated in a manner that is free from discrimination on the basis of sex.

504 Officer - Mr. James M. Henderson

This 1973 civil rights law prohibits discrimination on the basis of disability in all programs and activities receiving Federal financial assistance. The 504 Officer fields complaints from parents once a 504 Plan has been developed.

Affirmative Action Officer - Mr. James M. Henderson

The Affirmative Action Officer monitors the district's employment practices and procedures to insure continuing compliance with anti-discrimination laws and regulations.

Monroe Township Public Schools is committed to equal educational opportunity and affirmative action. An Affirmative Action plan is approved by the State Department of Education.

Affirmative action or educational access issues are to be expressed initially to the school principal. Additional information will be obtained from the above Board of Education appointed administrators.

Mr. Charles M. Earling, Superintendent
Monroe Township Public Schools
75 E. Academy Street
Williamstown, New Jersey 08094
629-6400, Ext. 1005

Mr. James M. Henderson, Interim Director of Secondary Schools
Monroe Township Public Schools
75 E. Academy Street
Williamstown, New Jersey 08094
629-6400, Ext. 1007

SCHOOL HOURS

Grades 1 – 4 and Special Education

8:55 a.m. - 3:30 p.m.

Kindergarten - AM Session

8:55 a.m. - 11:25 a.m.

Kindergarten - PM Session

1:00 p.m. - 3:30 p.m.

Shortened Days (Grades 1-4)

8:55 a.m. – 1:20 p.m.

Delayed Openings (Grades 1-4)

10:40 a.m. – 3:30 p.m.

Marking Periods

1st Quarter	September 7, 2010 – November 12, 2010
2nd Quarter	November 15, 2010 – January 28, 2011
3rd Quarter	January 31, 2011 – April 8, 2011
4th Quarter	April 11, 2011 – June 17, 2011

OAK KNOLL ELEMENTARY SCHOOL

2010 - 2011 STAFF LIST

KINDERGARTEN

Miss Lauren Shepard
Mrs. Jill Snape

GRADE 1

Mrs. Cheryl Batchelor
Mrs. Gayle Butler
Mrs. Rebecca Carr
Mrs. Shannon Turchi

GRADE 2

Mrs. Melissa Earley
Miss Victoria Grayson
Mrs. Kimberly Hackney
Mrs. Marleen Sheehan
Mrs. Mary Vitale

GRADE 3

Mrs. Danielle Ciccozzi
Miss Deborah DePhillipo
Ms. Jessica Fensch
Miss Stacey Pizzo

GRADE 4

Mr. Bradley McQuillan
Miss Pamela Pitt
Mrs. Elizabeth Reitz
Mrs. Christine Trotter

SPECIAL NEEDS

Ms. Kristy Baker - Resource
Mrs. Heather Margraf – Self-Contained
Mrs. Pamela Martiello – Self-Contained
Miss Ashley Price – Self-Contained
Miss Heather Martinelli – Inclusion/ Co-Teach Class
Mrs. Caroline Medlock – Inclusion/ Co-Teach Class

RELATED ARTS & SPECIALISTS

Ms. Kristy Baker, Head Teacher
Mrs. Patricia Bonanni, Basic Skills
Mr. Mark Camardo – Physical Education
Mrs. Cheryl Corbett – School Nurse
Mrs. Faye Dean – Basic Skills
Mrs. Rebecca Hill – Physical Education
Mrs. Roseanne Hutchinson – Basic Skills
Ms. Jackie Jeandron – Librarian
Mrs. Amy Lancetta – Speech
Mrs. Suzanne Maxwell - Art
Mrs. Jeannie Muhlbauer – Music
Mrs. Karen Offenbacker – Basic Skills

ROVING STAFF

Mrs. Terrie Bradley – Technology
Mrs. Kathi Hanson – T.A.G./S.E.A.

ADMINISTRATION

Ms. Jill DelConte – Principal
Mr. Dennis M. Spera – Assistant Principal

SECRETARIES/SECRETARIAL CLERKS

Mrs. Kathy Agnesino – Secretary
Miss Dora Theresa Moore – Secretarial Clerk

3 HOUR AIDE

Mrs. Jane Ginther

5 - HOUR AIDES

Mrs. Crystal Gerhart
Ms. Karen Muller
Mrs. Charlotte O'Brien
Mrs. Dana Williams

6 - HOUR AIDES

Mrs. Hester Boyer
Ms. Cindy Leeds
Mrs. Lisa Pintozzi

Oak Knoll Staff Email Addresses

<u>Grade</u>	<u>Teacher</u>	<u>Room</u>	<u>Email Address</u>
Kindergarten	Miss Lauren Shepard	131	lshepard@monroetwp.k12.nj.us
Kindergarten	Mrs. Jill Snape	130	jsnape@monroetwp.k12.nj.us
Kindergarten/SC	Mrs. Pam Martiello	129	pmartiello@monroetwp.k12.nj.us
Grade 1	Mrs. Cheryl Batchelor	132	cbatchelor@monroetwp.k12.nj.us
Grade 1	Mrs. Gayle Butler	128	gbutler@monroetwp.k12.nj.us
Grade 1	Mrs. Rebecca Carr	133	rcarr@monroetwp.k12.nj.us
Grade 1	Mrs. Shannon Turchi	127	sturchi@monroetwp.k12.nj.us
Grade 2	Mrs. Melissa Earley	228	mearley@monroetwp.k12.nj.us
Grade 2	Miss Victoria Grayson	231	vgrayson@monroetwp.k12.nj.us
Grade 2	Mrs. Kimberly Hackney	229	kdhackney@monroetwp.k12.nj.us
Grade 2	Mrs. Marleen Sheehan	227	msheehan@monroetwp.k12.nj.us
Grade 2	Mrs. Mary Vitale	230	mvitale@monroetwp.k12.nj.us
Grade 3	Mrs. Danielle Ciccozzi	226	dciccozzi@monroetwp.k12.nj.us
Grade 3	Miss Deborah DePhillipo	235	ddephillipo@monroetwp.k12.nj.us
Grade 3	Ms. Jessica Fensch	232	jfensch@monroetwp.k12.nj.us
Grade 3	Miss Stacey Pizzo	225	spizzo@monroetwp.k12.nj.us
Grade 4	Mr. Brad McQuillan	237	bmcquillan@monroetwp.k12.nj.us
Grade 4	Miss Pamela Pitt	221	ppitt@monroetwp.k12.nj.us
Grade 4	Mrs. Elizabeth Reitz	220	breitz@monroetwp.k12.nj.us
Grade 4	Mrs. Christine Trotter	236	ctrotter@monroetwp.k12.nj.us
Grades 3/4 SC	Mrs. Heather Margraf	233	hmargraf@monroetwp.k12.nj.us
Grades SC	Miss Ashley Price	234	aprice@monroetwp.k12.nj.us
Resource	Ms. Kristy Baker	219	kbaker@monroetwp.k12.nj.us
Inclusion	Miss Heather Martinelli	131	hmartinelli@monroetwp.k12.nj.us
Inclusion	Mrs. Caroline Medlock	236	cmedlock@monroetwp.k12.nj.us
Art	Mrs. Suzanne Maxwell	208	smaxwell@monroetwp.k12.nj.us
Basic Skills	Mrs. Patricia Bonanni	210	pbonanni@monroetwp.k12.nj.us
Basic Skills	Mrs. Faye Dean	134	fdean@monroetwp.k12.nj.us
Basic Skills	Mrs. Roseanne Hutchinson	210	rhutchinson@monroetwp.k12.nj.us
Basic Skills	Mrs. Karen Offenbacher	134	koffenbacher@monroetwp.k12.nj.us
Health & PE	Mrs. Becky Hill	118 (Gym)	bhill@monroetwp.k12.nj.us
Health & PE	Mr. Mark Camardo	118 (Gym)	mcamardo@monroetwp.k12.nj.us
Media Specialist	Ms. Jackie Jeandron	122 (Media Center)	jjeandron@monroetwp.k12.nj.us
Music	Mrs. Jeannie Muhlbauer	137	jmuhlbauer@monroetwp.k12.nj.us
School Nurse	Mrs. Cheryl Corbett	119 (Nurse)	ccorbett@monroetwp.k12.nj.us
Speech Therapist	Mrs. Amy Lancetta	139	alancetta@monroetwp.k12.nj.us
T.A.G./S.E.A.	Mrs. Kathi Hanson	209	khanson@monroetwp.k12.nj.us
Technology	Mrs. Theresa Bradley	140	tbradley@monroetwp.k12.nj.us
Secretary	Mrs. Kathy Agnesino	Main Office	kagnesino@monroetwp.k12.nj.us
Secretarial Clerk	Miss Dora Theresa Moore	Main Office	tmoore@monroetwp.k12.nj.us
Head Teacher	Ms. Kristy Baker	219	kbaker@monroetwp.k12.nj.us
Assistant Principal	Mr. Dennis Spera	Holly Glen	dmspera@monroetwp.k12.nj.us
Principal	Ms. Jill DelConte	Main Office	jdelconte@monroetwp.k12.nj.us

MONROE TOWNSHIP PUBLIC SCHOOLS

Williamstown, New Jersey

2010-2011 School Calendar



REVISED: 4/29/10
Adopted by BOE: 3/18/10

<u>September</u>						
S	M	T	W	T	F	S
					X	X
X	X	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	23	24	X
X	27	28	29	30		

September 2010
1-2 In-Service Days
6 Labor Day
7 School Opens

Student Days: 18
Teacher Days: 20

<u>October</u>						
S	M	T	W	T	F	S
						X
X	4	5	6	7	8	X
X	X	12	13	14	15	X
X	18	19	20	21	22	X
X	25	26	27	28	29	X
X						

October 2010
1 In-Service Day
11 Columbus Day
29 Shortened Day-
all students

Student Days: 19
Teacher Days: 20

<u>November</u>						
S	M	T	W	T	F	S
	1			X	X	X
X	8	9	10	11	12	X
X	15	16	17	18	19	X
X	22	23	24	X	X	X
X	29	30				

November 2010
2 In-Service Day
3 County In-Serv.
4-5 NJEA Conv.
24 Shortened Day-
all students
25-26 Thanksgiving
Recess

Student Days: 16
Teacher Days: 18

<u>December</u>						
S	M	T	W	T	F	S
			1	2	3	X
X	6	7	8	9	10	X
X	13	14	15	16	17	X
X	20	21	22	23	X	X
X	X	X	X	X	X	

December 2010
23 Shortened Day-
all students
24-31 Christmas
Recess

Student Days: 17
Teacher Days: 17

<u>January</u>						
S	M	T	W	T	F	S
						X
X	3	4	5	6	7	X
X	10	11	12	13		X
X	X	18	19	20	21	X
X	24	25	26	27	28	X
X	31					

January 2011
14 In-Service Day
17 Martin Luther
King, Jr. Day

Student Days: 19
Teacher Days: 20

February 2011
21 Presidents' Day

Student Days: 19
Teacher Days: 19

<u>February</u>						
S	M	T	W	T	F	S
		1	2	3	4	X
X	7	8	9	10	11	X
X	14	15	16	17	18	X
X	X	22	23	24	25	X
X	28					

March 2011

Student Days: 23
Teacher Days: 23

<u>March</u>						
S	M	T	W	T	F	S
		1	2	3	4	X
X	7	8	9	10	11	X
X	14	15	16	17	18	X
X	21	22	23	24	25	X
X	28	29	30	31		

April 2011

21-25 Spring Recess
27 Shortened Day-
all students

Student Days: 18
Teacher Days: 18

<u>April</u>						
S	M	T	W	T	F	S
					1	X
X	4	5	6	7	8	X
X	11	12	13	14	15	X
X	18	19	20	X	X	X
X	X	26	27	28	29	X

May 2011

30 Memorial Day

Student Days: 21
Teacher Days: 21

<u>May</u>						
S	M	T	W	T	F	S
X	2	3	4	5	6	X
X	9	10	11	12	13	X
X	16	17	18	19	20	X
X	23	24	25	26	27	X
X	X	31				

June 2011

7 Shortened Day-
all students
17 Last Day for
Students &
Teachers

Student Days: 13
Teacher Days: 13

<u>June</u>						
S	M	T	W	T	F	S
			1	2	3	X
X	6		8	9	10	X
X	13	14	15	16		X
X	20	21	22	23	24	X
X	27	28	29	30		

3 Snow Days Included

If we use a snow day.

- 1st Day - Apr. 19 Schools Open
- 2nd Day - Apr. 20 Schools Open
- 3rd Day - May 27 Schools Open

Shortened Days (Students)

Oct. 29, Nov. 24, Dec. 23, Apr. 27,
June 7

- May 6 (High School ONLY)
- Parent Conferences - K-8
- High School - Last 7 Days
- Middle School - Last 6 Days
- Elem. Schools - Last 5 Days

- X - Schools Closed
- X - Teacher In-service
- - Last Day Students & Teachers
- - Included Snow Days

Marking Period Dates
1st - Sept. 7, 2010 - Nov. 12, 2010
2nd - Nov. 15, 2010 - Jan. 28, 2011
3rd - Jan. 31, 2011 - Apr. 8, 2011
4th - Apr. 11, 2011 - June 17, 2011

Parent Conferences

Elementary
Nov. 17, 18, 19, 22, 23, 2010
April 13, 14, 15, 2011

Middle School

Nov. 17, 18, 19, 2010
Feb. 8, 9, 10, 2011

180 - Total Required Student Days
186 - Total Required Teacher Days

811 - Emergency Closing Number

Kindergarten Registration - Apr. 13 & Apr. 14, 2011

CALENDAR OF EVENTS

OAK KNOLL ELEMENTARY SCHOOL

2010 - 2011

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ACTIVITY</u>
Tuesday	September 7		School Opens
Wednesday	September 22		Family Night – no homework
Wednesday	September 29	7:00 p.m.	Back-to-School Night
Friday	October 1		Schools Closed
Monday – Wednesday	October 4 – 6	During School	PTO Scholastic Book Fair
Wednesday	October 6		Evening PTO Scholastic Book Fair
Wednesday	October 6		Family Night – no homework
Thursday – Friday	October 7 – 8	During School	PTO Scholastic Book Fair
Friday	October 8	During School	School Pictures
Friday	October 8		1 st mp Progress Reports sent home
Monday	October 11	Schools Closed	Columbus Day
Tuesday	October 19	7:00 p.m.	PTO Meeting
Monday	October 25		PTO Raffle Ticket Sale Begins
Wednesday	October 27	10:15	Terrific Kids Ceremony in auditorium
Friday	October 29	8:55 a.m. - 1:20 p.m.	Shortened Day for All Students
Friday	October 29	During School	Halloween Parade
Tuesday – Friday	November 2 – 5		Schools Closed
Friday	November 12		First Marking Period Ends
Monday	November 15		Second Marking Period Begins
Tuesday	November 16	7:00 p.m.	PTO Meeting
Thursday	November 18	8:55 a.m. – 1:20 p.m. 6:30 p.m. – 9:00 p.m.	Shortened Day – Parent Conferences (Kindergarten on Regular Schedule) Evening Parent Conferences
Friday – Tuesday	November 19 – 23	8:55 a.m. – 1:20 p.m.	Shortened Days – Parent Conferences (Kindergarten on Regular Schedule)
Wednesday	November 24	8:55 a.m. – 1:20 p.m.	Shortened Day for All Students
Wednesday	November 24	10:15	Terrific Kids Ceremony in auditorium
Thursday – Friday	November 25 – 26	Schools Closed	Thanksgiving Day
Monday – Wednesday	December 6 – 8	During School	PTO Holiday Shop
Wednesday	December 8	6:00 p.m. – 8:00 p.m.	Evening PTO Holiday School
Wednesday	December 8		Family Night – no homework
Thursday – Friday	December 9 – 10	During School	PTO Holiday Shop
Tuesday	December 14	7:00 p.m.	PTO Meeting
Friday	December 17		2 nd mp Progress Reports sent home
Wednesday	December 22	10:15	Terrific Kids Ceremony in auditorium
Thursday	December 23	8:55 a.m. – 1:20 p.m.	Shortened Day for All Students
Friday – Friday	December 24 - 31	Schools Closed	Christmas Holiday
Tuesday	January 11	7:00 p.m.	PTO Meeting
Wednesday	January 12		Family Night – no homework
Friday	January 14		Schools Closed
Monday	January 17	Schools Closed	Martin Luther King Day
Wednesday	January 26	10:15	Terrific Kids Ceremony in auditorium

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ACTIVITY</u>
Friday	January 28		Last Day of Second Marking Period
Monday	January 31		Third Marking Period Begins
Friday	February 4		2 nd mp Report Cards sent home
Tuesday	February 15	7:00 p.m.	PTO Meeting
Monday	February 21	Schools Closed	Presidents' Day
Wednesday	February 23	10:15	Terrific Kids Ceremony in auditorium
Thursday	February 24		Family Night – no homework
Monday – Thursday	March 7 – 10	During School	PTO Scholastic Book Fair
Friday	March 4		3 rd mp Progress Reports sent home
Thursday	March 10	6:00 p.m. – 8:00 p.m.	Evening PTO Scholastic Book Fair
Thursday	March 10		Family Night – no homework
Friday	March 11	During School	PTO Scholastic Book Fair
Tuesday	March 15	7:00 p.m.	PTO Meeting
Wednesday	March 30	10:15	Terrific Kids Ceremony in auditorium
Friday	April 8		Third Marking Period Ends
Monday	April 11		Fourth Marking Period Begins
Tuesday	April 12	7:00 p.m.	PTO Meeting
Wednesday	April 13	8:55 a.m. – 1:20 p.m.	Shortened Day – Parent Conferences (Kindergarten on Regular Schedule)
Wednesday	April 13		Family Night – no homework
Friday	April 15		PTO Tricky Tray
Friday	April 15		3 rd mp Report Cards sent home
Thursday	April 14	8:55 a.m. – 1:20 p.m. 6:30 p.m. – 9:00 p.m.	Shortened Day – Parent Conferences (Kindergarten on Regular Schedule) Evening Parent Conferences
Friday	April 15	8:55 a.m. – 1:20 p.m.	Shortened Day – Parent Conferences (Kindergarten on Regular Schedule)
Thursday – Monday	April 21 – 25	Schools Closed	Spring Recess
Wednesday	April 27	8:55 a.m. – 1:20 p.m.	Shortened Day for All Students
Wednesday	April 27	10:15	Terrific Kids Ceremony in auditorium
Monday – Thursday	May 9 – 12	During School	NJ ASK 3 Testing
Monday – Friday	May 9 - 13	During School	NJ ASK 4 Testing
Monday	May 16	During School	NJ ASK 3 & 4 Make-Up Testing
Tuesday	May 17	7:00 p.m.	PTO Meeting
Tuesday – Wednesday	May 17 – 18	During School	NJ ASK 3 & 4 Make-Up Testing
Thursday	May 19		Family Night – no homework
Thursday	May 19	6:30-8:30	Spring Concert/ Art Expo
Thursday – Friday	May 19 – 20	During School	NJ ASK 3 & 4 Make-Up Testing
Friday	May 20		4 th mp Progress Reports sent home
Wednesday	May 25	10:15	Terrific Kids Ceremony in auditorium
Monday	May 30	Schools Closed	Memorial Day
Thursday	June 2	9:45-11:10 1:45-3:10	Grandparents Day (1-4, A.M. K) (P.M. Kindergarten)
Tuesday	June 7	8:55 a.m. – 1:20 p.m.	Shortened Day for All Students
Wednesday	June 8	During School	PTO Fair
Thursday	June 9	During School	PTO Fair (rain date)
Monday – Friday	June 13 – 17	8:55 a.m. – 1:20 p.m.	Shortened Days for All Students
Thursday	June 16	10:00 a.m.	4 th Grade Farewell
Friday	June 17		Last Day of School Report Cards Sent Home

**RESOLUTION FOR COMPLIANCE OF THE
OPEN PUBLIC MEETINGS LAW FOR THE
MONROE TOWNSHIP BOARD OF EDUCATION**

WHEREAS, Public Law 1975, Chapter 231, Open Public Meetings Law was enacted into law on October 21, 1975, and took effect on January 19, 1976, and;

WHEREAS, the declared purpose of the Open Public Meetings Law also referred to as the "Sunshine Law", is to ensure the right of all citizens to have advance notice of and to attend all meetings of public bodies at which any business affecting the public is discussed or acted upon, with certain limited exceptions to protect the public interest and preserve personal privacy, and;

WHEREAS, the Monroe Township Board of Education does hereby wish to comply with the general requirement of the law;

NOW THEREFORE BE IT RESOLVED, that the Monroe Township Board of Education does hereby establish the following schedule of regular meetings to be held by the said Board during the school year of 2009-2010, between the time period of annual meetings:

MEETINGS 2010-2011

Committee Meetings

Regular Meetings

September 9

September 23

October 7

October 21

November 4

November 18

December 2

December 16

January 6

January 20

February 3

February 17

March 3

March 17

April 7

BE IT FURTHER RESOLVED, that the aforementioned Regular Meetings shall be held at 7:30 P.M., prevailing time in the Williamstown High School Lecture Hall, and;

BE IT FURTHER RESOLVED, that regular items of business may be conducted at Committee-Workshop Meetings provided that the Board convenes as a body prior to 8:00 P.M., prevailing time, and;

BE IT FURTHER RESOLVED, that the Board may elect to meet in closed session at any of the aforementioned meetings, and;

BE IT FURTHER RESOLVED, that the aforementioned schedule shall be considered as the “Annual Notice” of the Law and that any revision or modification of the schedule shall be done in accordance with the “48hour notice” of the said Law, and;

BE IT FURTHER RESOLVED, that a copy of this schedule shall be prominently posted in the Monroe Township Municipal Building and all district schools; copies submitted to two newspapers to wit; The Courier Post and The Gloucester County Times; an copy filed with the Clerk of Monroe Township, and;

BE IT FURTHER RESOLVED, that any person who requests the Annual Notice or any 48-hour Notice shall be mailed the copies of same, throughout the year, upon payment of Thirty dollars (\$30.00).

Valerie Mercurio, Monroe Township Board of Education President

I hereby certify the above to be a true copy of a resolution adopted at the Annual Reorganization Meeting of the Monroe Township Board of Education held in April, 2010.

Earl Vassallo, Business Administrator/Board Secretary, Monroe Township Board of Education



Policies
and
Procedures
for
Oak Knoll
Elementary School



ACADEMIC AWARDS

Oak Knoll Elementary School staff will recognize academic achievement in grades 3 and 4. There are three (3) categories of awards:

- **Principal's Honor Roll** for students who achieve all **A's in all** subject areas.
- **Honor Roll** for students who achieve **A's and B's in all** subject areas.
- **Honorable Mention** for students who earn **A's, B's, and no more than one (1) C in all** subject areas.

ARRIVING AT SCHOOL

All pupils who walk to school or are transported by car should arrive between 8:40 a.m. and 8:55 a.m.

Parents are responsible for their child/ren prior to 8:40 a.m. Students should not be left unattended prior to school opening.

ARRIVING AT SCHOOL LATE

Students arriving late to school after 8:55 must sign-in at the main office upon their arrival. A late pass will be issued to the student before he/she is permitted to proceed to the classroom. An excused lateness will be given if the student has a doctor's note **ONLY**. All other lateness's will be considered unexcused.

Following is the policy for excessive lateness to school.

State Statute (18A:38-25, 26) as well as school district policies and regulations state that children must attend school regularly and on time. We will therefore be closely monitoring student lateness. The following district procedure will be strictly adhered to:

1. When a student is late to school 3 times during a month, a letter is sent home and a demerit is issued.
2. If a student accumulates 4 late demerits (which equals 12 latenesses to school), the student may be suspended from school for 1 day.
3. A student that is not late for 30 days following the issuance of a late demerit will have the demerit removed.

Being on time to school promotes a strong work ethic necessary for success in the world of work. Encourage your student to be on time for school to ensure a successful academic career.

ATTENDANCE

The Board of Education requires that pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. (Policy #5200)

School attendance shall be a factor in the determination of a pupil's promotion or retention. **Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than 160 days during the school year.** Policy #5410

The **excused** absences are: 1) illness, accompanied by a doctor's note, 2) death in family, 3) religious holidays, and 4) quarantine.

Students must have a written explanation for their absences on the day they return to school. A doctor's note **is required** when a student is absent five (5) days or more.

In order for us to dismiss a child early, the child's teacher must receive a written request from a parent or guardian, and the Principal must approve the request. **The parent or guardian must come to the school office to pick up the child.** **Please do not go to the classroom.** The office staff will call the teacher to send the child to the office for early dismissal.

BICYCLES

Any parent or guardian who permits their child to ride a bicycle to school must present a written and signed note to the Principal. **HELMETS ARE A LAW AND MUST BE WORN.**

If a student receives permission to commute to school on a bicycle, then he/she must park their bicycle in the designated area.

The school is not responsible for lost or vandalized equipment.

In the interest of safety, bicycle riding is not permitted on the walks or the grounds of the school.

BUS TRANSPORTATION

Each student who rides a bus to and from school **MAY NOT** use any other bus except for one assigned to him/her. If a bus student plans to go home by any other means than his/her regularly assigned bus, we **MUST** have a written note from his/her parent or guardian on record in the school office. A bus pass will be issued from the office once the note is verified.

Parent Responsibility

1. Help the driver stay on schedule by making sure pupils get to their bus stops on time.
2. Do not ask the drivers to stop at places other than the regular bus stop. Drivers are not permitted to do this except by authorization from a school official.
3. Teach your children to be courteous and respectful to the bus driver.
4. Take time to review with your child the school bus rules and regulations listed below.

Rules and Regulations

It is a privilege for students to ride school buses, and the privilege will be temporarily or permanently revoked if the student disobeys the following rules and regulations. Parents or guardians of any student who damages the bus **shall be liable for the amount of damage to the Board of Education.**

1. Leave home early enough to arrive at the bus stop on time.
2. While walking to/from the bus stop, do not use the property of others as a "short cut."
3. Wait for your bus in a safe place – well off the roadway.
4. Do not destroy or damage surrounding property while waiting for the bus.
5. Do not fight, bully, harass, or use inappropriate language on the way to, or at the bus stop.

6. Do not cause crowding or push when getting on or off the bus.

While on the Bus

1. Follow the instructions of your school bus driver or bus aide.
2. Go immediately to **your assigned seat, buckle your seatbelt**, and remain seated until you have arrived at your destination.
3. Keep arms or other body parts inside the school bus at all times after entering and until leaving the bus.
4. Keep all parts of your body and your belongings out of the aisle.
5. Be quiet and orderly at all times.
6. Be courteous and obey the bus driver.
7. Respect the rights of others. Be courteous to fellow passengers.
8. Do not distract or disturb the bus driver or other children.
9. Do not throw or project any objects on the bus or out of the bus window.
10. Do not use unacceptable language and do not call out to pedestrians and motorists.
11. Students will be held responsible and pay for any damage to bus equipment.
12. Be alert to traffic when leaving the bus.

Bus Discipline and Procedures

Riding the school bus is a privilege. Breaking the rules will result in the loss of this privilege for a period of time. The “Four Step Plan for Student Management” is as follows:

FIRST OFFENSE:

The administrator, depending upon the infraction will have the option of either warning the student or denying the student the privilege of riding the school bus. If the student is denied the privilege of riding the school bus, a meeting with the bus driver, student, parents, and bus company designee and administrator will be held at the option of the administrator or parent. The bus driver may also request a meeting.

SECOND OFFENSE:

A second infraction may result in the student losing the privilege to ride the school bus. The length of suspension will be determined by the administrator and based upon the Discipline Policy established by the Board of Education. The administrator has the option of warning the student a second time, if the length of time between referrals is substantial and the infraction is a minor one.

THIRD OFFENSE:

The student may lose the privilege of riding the school bus until a face-to-face conference is held with the student, the parent, the bus driver, transportation office designee and administrator. The administrator will determine the length of the suspension.

FOURTH & SUBSEQUENT OFFENSES:

Steps for the third offense will be followed, plus the student may lose the privilege of riding the school bus the remainder of the school year.

CAFETERIA

Chartwells will provide cafeteria services for all district schools. A student may purchase a hot meal each day for \$2.20 (reduced price \$.40). Milk may be purchased for \$.50. Checks are to be made payable to **“Monroe Township BOE Food Service”**.

A Breakfast Program will be available at a cost of \$1.30 per day (reduced price \$.30). Information will be sent home with the students.

Each child is assigned a **“PIN”** number. **This will be your child’s “PIN” number every year through eighth grade. If your child changes elementary schools within the district, the “PIN” remains the same.** Your child will learn this five (5) digit number and use it when making non-cash purchases.

This system allows us to better serve your child by eliminating meal tickets and allowing you to put money into an account for lunch purchases in the cafeteria. It will allow us to speed our service while protecting the confidentiality of students eligible for free or reduced price meals. Below are some questions you may have that will further explain the new system:

How does the new system work?

Each child is issued a unique **“PIN”** number. We may have the younger students bring their number with them to the cafeteria until they learn it well. This **“PIN”** number gets entered on a special keypad located near the register while students wait in line. When they reach the register, their **“meal account”** will be brought up onto a screen, along with their picture and the cashier will tell them how much money they owe. Students who qualify for free or reduced lunch will automatically have this information available for the cashier to see.

If they come to the register and do not know their number, the cashier can access their account by their last name. Unfortunately, this will slow the line, so we will work with students to remember their **“PIN”** numbers.

How do I put money into an account for my child?

There is no minimum or limit to the amount of money you can deposit into your child’s account. When sending in a check or cash you can put it in an envelope with your child’s name and PIN # on it. Please make checks payable to: **“Monroe Township BOE Food Service”**. Alternatives to sending money are: enter money from our website at **www.mealpayplus.com** or call 877-224-2089. These options allow you to use your credit card to prepay for lunches. The website is self-explanatory. When students do not have money to pay for lunch, our new system will also keep track of this. **When students have reached 3 charges, a notification letter will be generated and sent home.**

Will I be able to send in money for snack line purchases?

The snack may be purchased using the funds available in the student account that is accessed by the student PIN#.



(856) 728-3944
Fax (856) 728-6791
www.monroetwp.k12.nj.us

Monroe Township Public Schools

OAK KNOLL ELEMENTARY SCHOOL
23 BODINE AVENUE
WILLIAMSTOWN, NEW JERSEY 08094

“The Journey Begins Here”

CHARLES M. EARLING
Superintendent

JILL DELCONTE
Principal

DENNIS M. SPERA
District Assistant Principal

KRISTY L. BAKER
Head Teacher

Dear Parents and Guardians:

The Monroe Township Board of Education and the staff at Oak Knoll are aware that child and adolescent obesity has reached epidemic levels in the United States. Poor diet, combined with lack of physical activity, has negatively impacted the health of our youth. We are trying to combat this threat to our children by encouraging children to eat healthy and nutritious foods (fresh fruits and vegetables, low fat milk, whole grain foods, etc.), supporting healthy eating habits through education, and providing time to engage in physical activity.

In support of our efforts, the Board of Education has adopted a School Nutrition and Wellness Policy as mandated by the State of New Jersey. In keeping with this policy, Oak Knoll staff will be promoting healthy choices during the school lunches and throughout the day, a practice that benefits all. For parties and/or celebrations we encourage contributions of healthy alternatives such as baked chips, pretzels, granola bars, and fruits/vegetables instead of the standard fare of candy, cupcakes, and sugar filled drinks.

We are hopeful that you will support our efforts to provide healthy alternatives for the children while here at school.

Thank you in advance for your anticipated cooperation and assistance in this very important matter. Together we can promote healthy living!

Yours In Education,

Jill DelConte
Principal

CARE OF SCHOOL PROPERTY

Each student is responsible for keeping their school, and the grounds surrounding it, neat and clean. Students are to leave pencils, crayons, markers, pens, or other writing implements in the classroom when they go to the lavatory.

Parents or guardians of any student who damages or destroys any school property shall be liable to the Board of Education for the amount of the damage.

Students should be aware: Teachers and school administration may search their desk area at any time deemed necessary.

CHEWING GUM

Chewing gum is prohibited at all times in and around the school, on the school bus, on field trips, or at any school function.

DISCIPLINE

Discipline is everyone's responsibility. Any disciplinary action taken by a school official is intended to effect a favorable change in student behavior. We try to provide an atmosphere that is conducive to learning and one which encourages proper conduct.

It shall be the responsibility of each teacher to enforce the rules of the school at all times. The initial counseling or disciplinary action shall be his or her duty. When a student is sent to the office, the administrator in charge or head teacher will enforce established penalties after a thorough investigation of the offense. When an office referral is made, parents will be contacted by the referring teacher and/or an administrator to inform the parents of the specific incident warranting the referral.

The disciplinary action shall include one or a combination of the following: 1) Counseling, 2) Parent Conference, 3) Detention (recess time or after school), 4) Demerits, 5) Out-Of-School Suspension.

A written record of any student sent to the office will be maintained. Communication to parents of students who demonstrate inappropriate behavior/conduct will be done by telephone call and/or letter.

Demerits are given for repeated referrals to the office for minor offenses or immediately upon the first referral for the more serious offenses. Parents will be notified of all demerits issued. The accumulation of four (4) demerits will lead to a suspension from school for up to three (3) days. **Good conduct for a 30-day period will result in the elimination of one (1) demerit. Severe disciplinary situations can warrant an automatic suspension.**

Rules of Conduct

All students are bound by law, policies of the Board of Education, and the administrative regulations of this school district. The behavior of all children should reflect the 5 Core Values associated with our Community of Caring:

- 1. Caring**
- 2. Respect**
- 3. Responsibility**
- 4. Trust**
- 5. Family**

With those core beliefs in mind, **students shall:**

- a. **be respectful and responsive to all directives of teachers or other staff members.**
- b. **not use threatening words or actions against others.**
- c. **respect the property of the school and others.**
- d. **demonstrate tolerance toward others**
- e. **use appropriate language at all times**
- f. **follow all school rules.**

The full Student Code of Conduct can be found at the end of the Handbook.

Harassment, Intimidation or Bullying, and Hazing is prohibited at ALL times.

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.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place on school property, at any school-sponsored function or on a school bus and that:

- a. Is motivated 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 disability; or,
- b. By any other distinguishing characteristic; and,
- c. A reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
- d. Has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Any person with any information regarding actual and/or planned hazing and/or information regarding acts of harassment, intimidation, or bullying of a student by any school employee or other students must report the information to the school principal or the principal's designee.

In the event the principal determines, after a preliminary investigation, that hazing and/or harassment, intimidation, or bullying behavior may have been present, the parent(s) or legal guardian(s) of all involved students and any other involved individuals will be notified of the process to be followed in investigating a report or complaint.

Upon the conclusion of the investigation, building administrators shall make a determination whether hazing and/or harassing, intimidating, or bullying behavior was present. If it is determined the negative behavior occurred, the school district administrators and staff shall take reasonable, age-appropriate and effective corrective action, including steps tailored to the specific situation. Appropriate steps will be taken to end the hazing and/or harassment, intimidation, or bullying such as counseling, warning, and/or disciplinary action, as specified in the student and/or staff discipline policies and regulations. These steps will be based on the severity of the behavior or any record of prior incidents or both. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the harassment.

DISMISSAL PROCEDURES

As part of our commitment to provide a safe and secure dismissal from school the following procedures will be followed:

WALKERS:

The walkers will be dismissed about a minute or two before the *car riders* who are being picked up in the front of the building. The walkers will be dismissed out the front door and escorted down the sidewalk to the corner of Church Street. There the crossing guard will cross them. We ask parents who are coming on a sporadic basis to park in the Little League Lot on Church Street so that the children can follow a consistent pattern.

CAR RIDERS:

Students who are being picked up in front of the building will now be referred to as *car riders* and are the students we need to be most concerned about. We are asking **all parents** to park in the lot and come to the front of the building to meet their children. Children **will not** be allowed to cross the street and run to their parents' cars. **This is extremely dangerous and simply cannot be allowed.** Parents should be aware that parking on the curbside contributes to making the area unsafe as the cars limit the vision of the students, teachers, and parents who are waiting to walk over to pick up their children.

PARKING LOT PROCEDURES

The safety of our children is **ALWAYS** our first concern. It is very important you follow the guidelines below when using our parking lot for **ANY** reason:

1. **Please park your car in LINED PARKING SPACES. DO NOT PARK ALONG THE CURBING!**
2. **DO NOT double-park along cars in the lot.**
3. **Do not block the driving area in any way while waiting for your child to be dismissed.**

We will be maintaining the procedures started last year in terms of parents picking up all children **outside** the building. **Once again, we are asking that parents not come to the office to take their children out to avoid the rush out of the parking lot.**

We ask all parents to be conscious of and courteous to the needs of all children at the end of the day. If we work together we will all be secure in the knowledge that the children are being cared for in the best possible manner. We appreciate your anticipated cooperation in this matter.

EARLY DISMISSAL PROCEDURE

It is important that your child remains in school until dismissal time each day. Please do not sign him/her out of school prior to 3:30 unless it is absolutely necessary. The end of the day is an important time- children are finishing work, receiving last minute instructions, and organizing their homework and belongings. Leaving early may be detrimental to your child and may disrupt the class routine.

We understand that medical appointments or family emergencies may arise. In these instances, please send a note to your child's teacher that day so that the teacher will have the child prepared to leave school. **“Beating the rush in the parking lot”** before dismissal time is not a reason to sign your child out early. **This also applies to early dismissal days.**

The end of the school day is an important time; children are getting together their homework and belongings. Their leaving early disrupts the teacher and the lesson in progress, affecting other students in the class.

If an early dismissal is necessary, it should take place before **3:15 p.m.** **NO STUDENT WILL BE DISMISSED BETWEEN 3:15 p.m. and 3:30 p.m.** The parent should report to the general office to sign out and receive your child. Office personnel will notify the teacher to send the student to the office. **Please do not request that your child be sent to the office prior to your arrival to have him/her wait for you.**

UNDER NO CIRCUMSTANCES will any adult be permitted to go to the classroom to pick up a child. If you should happen to go to the classroom, the teacher will ask you to report to the office and will not turn any child over to any adult unless notified by the office. This practice is part of our safety procedures for the children of Oak Knoll.

Your immediate assistance and cooperation is greatly appreciated. It is important to everyone that the momentum of the learning atmosphere not be interrupted.

The new Supervision After School Dismissal Policy can be found at the end of this Handbook.

ELECTRONIC DEVICES

Students are not to bring electronic devices to school, including, but not limited to: iPods, cell phones, and hand-held game systems. If a student has any such device in view, it will be taken and **ONLY** returned to a parent/guardian. If a student **MUST** carry a cell phone, as directed by you, the parent/guardian, it must remain away (backpack/cubby) and off during the course of the school day.

ELEVATOR ACCESS

Only students with a doctor-verified medical condition will be issued an elevator key for the length of time deemed necessary. An elevator key will be issued upon request with proper documentation. Lost keys will result in a \$5.00 charge.

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to become involved in non-academic activities in order to gain a sense of community, sharing, giving, and altruism. In addition, students benefit from involvement in organizations that peak their interest and enhance a sense of self-worth. However, students who choose to participate in extra-curricular activities are responsible for any missed assignments due to their participation in any given activity. Students must maintain adequate grades and class performance in order to continue participation in extra-curricular activities. If academic performance is jeopardized by such participation, the child will be removed from the activity.

FAMILY NIGHTS

Designated Family Nights have been set aside to encourage families to enjoy the evening together without the stress of needing to complete homework. Throughout the school year there will be school-sponsored activities on Family Nights providing opportunities for structured fun. If not, families are encouraged to spend time together just having fun.

FIRE and LOCK-DOWN DRILLS (School Security Drill)

The purpose of a drill is to practice evacuating or locking-down the building quickly, orderly and safely. Beginning this year, we are responsible for conducting one fire-drill and one lock-down drill each month.

GLOBAL CONNECT- EMERGENCY CONTACT

When there is a need to contact the families of our student body, the Global Connect phone system will be used for notification. Be certain you have provided the number/s for which you want the contact to be made. This system is used for emergency closings, important district/school events, etc.

HOME STUDY HABITS – SUGGESTIONS FOR PARENTS

1. Get involved with what your child is doing in school.
 - a. Keep a journal
 - b. Ask your child questions about what he/she does in school
 - c. Communicate concerns with the teacher
2. Help your child with organization.
 - a. Set aside a work area for doing homework
 - b. Have a supply box that is well maintained
 - c. Have an established time for doing homework
3. Provide on-going academic support (even when there's no homework!)
 - a. Make it a routine to read to your child and have them read to you.
 - b. Get your child a town library card and take advantage of the reading selections offering a variety of reading materials.
 - c. Have various reading materials available for your child at home.
 - d. Compliment your child's strengths and give praise often.
 - e. Play learning games.
 - f. Talk to your child about subjects that are interesting to them.
 - g. Listen to your child.
 - h. Write notes to your child and encourage him/her to write letters to relatives, friends, etc.
 - i. Subscribe to a children's magazine in your child's name.
 - j. Encourage your child to keep a scrapbook.
 - k. Look up words in the dictionary.
4. Have your child become more responsible.
 - a. Encourage him/her to pack his/her own schoolbag.
 - b. Give your child specific duties to perform on a regular basis at home.
 - c. Let your child help you prepare dinner.
5. Give your child meaningful incentives.
 - a. Let your child pick the dessert or dinner menu.
 - b. Let him/her pick a video to watch.
 - c. Allow your child to select a bedtime story to read, or give extra "awake" time to read.
 - d. Have your child pick a family weekend activity.
6. Get involved early with the Oak Knoll Community:
 - a. Attend Back-to-School Night and conferences.
 - b. Keep communication open between you and the teacher/s.
 - c. Be sure to be familiar with the classroom teacher's policies.
 - d. Join the Parent Teacher Organization.
 - e. Keep abreast of the calendar of events and attend as many as you can.

HOME STUDY HABITS – SPECIFIC FOR – GRADES K-2

1. Go through your child's backpack daily; check for important notices from the teacher.
2. Go over directions for assignments with your child, have your child repeat them to you.

3. Make sure your child's manuscript is written neatly and correctly.
4. Guide your child when completing homework.
5. Assist your child with organization, making sure there is an area set aside for folders, books, homework, etc.

HOMEWORK REQUESTS

When your child is absent from school and you wish to obtain homework, **please contact the Oak Knoll School office between 8:00 AM and 9:30 AM**. The telephone number is **(856) 728-3944**. Requesting the work during this hour will allow the teacher to have work ready for pickup between 3:00 p.m. and 4:00 p.m. When calling to request homework, please provide the following:

- Child's name
- Child's teacher
- Type of book/s or materials already at home
- Reason for absence
- Anticipated number of days absent
- Name of person picking up the work for home

INTEGRATED PEST MANAGEMENT (IPM)

Oak Knoll Elementary School follows all IPM protocols for treating pests in and around the building. Methods of treating any pest problems always begin with non-chemical remedies. Specific information regarding IPM practices is located in the main office, or can be discussed by contacting Dave Sullivan, Director of Operations at the central administration building: 856-629-6400, x1010.

LOST AND FOUND

All articles found on school property should be brought to the office. Do not forget to check in the office or Nurse's office if you have lost an item. All unclaimed articles will be disposed of at the end of the school year.

MEDICAL AND HEALTH CONCERNS



MEDICATION DISPENSED BY A SCHOOL NURSE

Permission for the administration of medication in school by the school nurse will be given when the student's attendance depends upon the timely administration of medication in school. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Students who wish to be administered medication by the school nurse must comply with the following:

1. The parent/guardian of the student is to submit two (2) forms: (1) "Parent/Guardian Request for Student in School Medication" and (2) "Doctor's Certification for in School Medication". (These forms may be obtained from the school nurse or the District Website.)
2. The building principal, after consulting with the school nurse and medical inspector, may grant or deny the request.
3. All medication is to be **delivered** to the school nurse by the **parent/guardian**.
4. All medication must be in the **original container**, with the **prescription information affixed**. **Medications include ALL over the counter items such as cough drops, pain relievers, fever reducers, ointments, etc.**
5. Any unused medication must be picked up by the student's parent/guardian at the end of the school year or four (4) weeks after the student stops taking the medication. The nurse will discard medication after reasonable efforts to have the parent/guardian retrieve the medication have failed.



NURSE

Students who request to see the nurse must have a referral slip from a teacher or an aide. If the nurse is not in, the student will be directed to go to the office. If in the professional opinion of the nurse, the student's condition interferes with the student's ability to perform adequately in class, attempts will be made to contact you or a designated person on the emergency card to pick up the child from school.

If a student is to attend school with a cast, crutches, sling, etc., a note must be brought in from the doctor stating the student's limitations and restrictions, if any.

Annual health screenings are performed on every student in the school. They are as follows:

Grades K-4: height/weight and blood pressure

Grade 1: vision

Grade 4: hearing



INFORMATIONAL LETTER **No response is required.**

Dear Parents/Guardians:

This is an informational letter required by the N.J. Department of Education informing parents/guardians of the importance of periodic physical examinations of your children during their school years. You are NOT required to submit any of the information to the school because your child is already enrolled.

In compliance with New Jersey State Law N.J.A.C. 6A:16-22 & 18A:40-4, each student must now obtain a physical examination upon entry into the school district. The district Board of Education must also notify parents/guardians of the importance of obtaining subsequent examinations at least once during each of the student's developmental stages:

- ❖ early childhood (preschool through grade 3)
- ❖ pre-adolescence (grades 4 through 6)
- ❖ adolescence (grades 7 through 12)

The purpose of these physicals is to insure that the learning potential of each student is not diminished by a remediable physical disability, that the student is able to participate in the school program, and that the school community is protected from the spread of communicable disease.



WHEN TO SEND YOUR CHILD TO SCHOOL (ILLNESS)

Everyday we have children who are absent or sent home from school with various illnesses. Please remember to follow these guidelines in determining when your child is healthy enough to return to school:

- ❖ Students should be "fever-free" (less than 100.0 F) for a full 24 hours without the aid of medication before returning to school.

- ❖ Students should be able to tolerate foods/fluids for a full 24 hours following a “stomach bug” with vomiting and/or diarrhea and be **symptom free** for 24 hours.
- ❖ Students diagnosed with a strep infection should have 24 hours of antibiotic and should feel well before returning to school.

The common cold:

Since transmission of the common cold typically occurs before symptoms develop, it is not necessary to exclude children with a mild disease. However, a child with a **fever, fatigue, constant coughing, and lack of appetite or inability to concentrate** on school activities should be allowed to remain home.

Plenty of rest, a nutritious diet and good hand washing are our best defenses against spreading illness. Please reinforce this with your children. Thank you.

PARENT/TEACHER ORGANIZATION - PTO

Our staff and the **Parent/Teacher Organization** of Oak Knoll Elementary School intend to work together for the benefit of the students. **Volunteers are always welcome and needed for the PTO.**

The PTO meeting dates are given on the Calendar of Events in the front of this booklet. Annual dues are \$5.00. Each parent is encouraged to join the PTO, attend its meetings, and support its fundraisers as they fund many school projects and improvements, benefiting all students. In addition, current information regarding PTO events and activities, and important notices are available from the district website.

Executive Committee

- Mrs. Candi DelRosso, President
- Mrs. Deborah Doyno, Vice President
- Mrs. Jennifer Herrmann, Treasurer
- Mrs. Mary Chavenson, Secretary

PLAYGROUND

On days when students are permitted to go outdoors, the following rules must be obeyed:

1. Play in the assigned areas of the playground; never leaving school grounds.
2. Fighting, pushing, tackling, and throwing rocks or sand is prohibited.
3. Baseballs (hard balls), softballs and footballs are not permitted on the playground.
4. Students may not bring hand-held electronic games, head sets, etc. for use at lunch or on the playground.
5. At the conclusion of the playground period (recess), a teacher or an aide will blow a whistle. At that time, all students are to walk in an orderly manner to form a line on the sidewalk and proceed back into the building under supervision.

PROMOTION AND RETENTION

The Board of Education recognizes that each child develops and grows in a unique pattern and that students should be placed in the educational setting most appropriate to his/her social, physical, and educational needs. Each student enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

Standards for student promotion shall be related to the New Jersey Core Curriculum content standards (NJCCCS) and district goals and objectives and to the accomplishments of students. A student in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Promotion policies and procedures will be provided to parent(s) or legal guardian(s) as appropriate. Parent(s) or legal guardian(s) and students shall be regularly informed during the school year of the student's progress toward meeting promotion standards. A teacher who determines that a student's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) and the student and offer immediate consultation to the student's parent(s) or legal guardian(s). Every effort shall be made to remediate a student's deficiencies before retention is recommended.

Procedures for Student Promotion

1. Parent(s) or legal guardian(s) and students will be provided a minimum of four reports each year as to a student's progress towards meeting promotion standards.
2. Teachers who determine that a student's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) of the student and offer consultation with parents or legal guardians.
3. The parent(s) or legal guardian(s) and where appropriate the student will be notified no later than **four weeks prior to the end of the year** when the possibility of a student not being promoted is determined.
4. Attendance shall be a factor in the determination of a student's promotion or retention. Only extenuating circumstances should permit the promotion of an elementary student fewer than 160 days during the school year.
5. Classroom teachers shall provide input to the Principal who makes the final decision concerning the promotion or retention of each student.
6. Parent(s) or legal guardian(s) may appeal a promotion/retention decision to the Superintendent whose decision is final.

SCHOOL (EMERGENCY) CLOSINGS

Our school closing number is “**811**” and it will be announced on radio station **KYW** in the event of school closing due to snow. You may also access our web site at www.monroetwp.k12.nj.us, KYW1060.com or you can call KYW News radio School Closing Line at 1-900-737-1060 for 95 cents a call by punching in the school number “**811**” and on TV: KYW-3, WPVI-6 or NBC-10.

The school **will not be responsible** for pupils after **emergency dismissal**. Parents who are not home during school hours should **make arrangements for their children in advance of such emergencies**. Students are to be made aware of where they are to go if an emergency closing should be necessary.

SCHOOL SECURITY AND VISITING PERSONS

A security system is in place to provide for a safe and secure building for your children. The school has a system where all visitors need to identify themselves before they will be permitted to enter the school. Visitors wishing to gain access to the school building will be required to use an exterior call button by the main entrance to notify the office staff that they would like to enter the building. The visitor's image is projected on a T.V. monitor located in the office. If the visitor's request to enter the building is legitimate, the staff members will unlock the door and grant the visitor entrance to the main office. **ALL visitors are required to stop in the office and acquire a visitor's pass in order to have access to another area of the building.** This pass is to be returned to the office upon completion of your visit. **Parents coming to school to see a teacher or to bring something to a student must stop in the main office before going to the classroom. NO ONE is permitted to walk directly to a classroom or any other part of the building without a pass.**

This procedure will make school administration and staff aware of all visitors and continue to provide a safe and secure environment for everyone.

SPECIAL SERVICES – Child Study Team

The Child Study Team consists of school psychologists, learning disabilities teacher-consultants, and school social workers. Child Study Team members are employees of the district (rather than hired consultants) and are available to provide services, conduct evaluations, and meet with parents. Child Study Team members also respond to threats of suicide, violence, and other crises that may compromise an effective learning environment.

Other specialists are also employed or contracted by the district to provide services as well. These people may be:

- speech-language specialists
- physical therapists
- occupational therapists
- school nurses

Child Study Team members and specialists who provide services to students gladly work with family physicians, counselors, and other professionals to provide comprehensive services.

Students eligible for special education services each have a case manager, who is usually a member of the Child Study Team. Case managers are knowledgeable about their students' needs and educational programs, as well as special education procedures and safeguards. If you are the parent of a student with special needs, you are encouraged to form a working relationship with your child's case manager, in addition to his/her classroom teacher(s).

You can contact the Child Study Team for more information or to inquire about your child's case manager by calling Oak Knoll School at 728-3945 and **pressing 2** for the Child Study Team.

STUDENT DRESS CODE

In an attempt to maintain and support a thorough and efficient system of education and to avoid the disruption of the educational process; and, in an attempt to protect pupil health, safety, and welfare, students and parents are required to select appropriate attire for the school atmosphere. Any mode of dress that is a disruption to the full function of the learning process is prohibited.

The Board of Education authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices, which affect the educational program of the schools. The following standards will be enforced.

1. No shirt or blouse should be opened beyond mid-point of the chest. It is expected that all shirts cover the top of the shoulder or have a sleeve.
2. No undershirts or tank tops are to be worn as an outer garment; Undergarments should be worn but not visible.
3. No transparent clothing may be worn.
4. Hair must be kept clean.
5. Footwear must be worn on school premises at all times. It is recommended that no shoes be without a back. In addition, closed-toe shoes are best, especially for playing outside on the playground.
6. Shorts may be worn all year. Shorts may be no shorter than mid-thigh. Spandex or “biker” shorts are not permitted, nor are torn, tattered, or cut-off shorts.
7. No midriff, halter, or tube tops are permitted as an outer garment.
8. No hats, etc., are to be worn in buildings. Heavy coats or jackets are not permitted for reasons of health unless ordered to cover an existing dress code violation or when building temperature is below comfort level as determined by the principal.
9. No frayed or tattered clothing. This includes items purchased with holes and/or frayed areas.
10. Specialized areas such as art, gym classes, and science may have special dress requirements for reasons of safety. Students will be advised of these rules of dress prior to their participation in these areas.

SUBSTANCE ABUSE POLICY

Monroe Township Public School System has adopted a policy (#5530) to address student concerns regarding possible substance abuse. Refer to the policy in the last section of this handbook for specific policy information.

TERRIFIC KIDS PROGRAM

In the 2004-2005 school year, Oak Knoll initiated the **Terrific Kids Program**, which is sponsored by the Kiwanis Club of Winslow. Students are selected monthly to receive this award and are honored each month for consistently demonstrating the following: completed assignments, follows school rules, is honest, works hard, tries his/her best in all school activities, is responsible, is a friend to others, is considerate of others, demonstrates a positive attitude, is respectful of theirs and school property, and is consistently on time to school. As a result of their fine performance, the **Terrific Kids** are presented with a certificate, a sticker, a bumper sticker, a pin, and an article (with a photograph) is submitted to the Gloucester Times and the Messenger, the district publication. Students' photographs and names are also posted on a special school bulletin board. This program has been received with enthusiasm and serves to booster children's self-esteem.

"Terrific Kids" will be announced over the public address system prior to the ceremony. Monthly recognition begins in October and ends in May. Dates for the **Terrific Kids** presentations are noted on the school's Calendar of Events and in our monthly newsletter (usually the last Wednesday of each month). Parents **are** encouraged to attend the presentations to take photographs and congratulate their child.

TEXTBOOK USE

All textbooks must be covered. The student's name should be written in pencil on the front cover. Keep all books neat and clean. Do not write or draw in them. If a student's book is lost or damaged, a fee will be charged to replace the book.

TOYS

Students are discouraged from bringing toys to school. Any item that is cause for a distraction or may interfere with learning should be left at home.

WALKERS

When walking to and from school, students are subject to school rules and regulations. Children are to walk on the sidewalk and cross at the corners. Do not use private property as a short cut while walking to and from school.

Student Code of Conduct

The Student Code of Conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense, which may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses, which if committed by a student will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, head teacher, superintendent and/or Board of Education. Any offense, which constitutes a "serious violation of the district's discipline policy", will be documented in the student's discipline record. This code includes, but is not necessarily limited to, acts of students on school, parking lots, school buses, or at a school activity whether on or off school property.

The following resources are available to the principal, assistant principal, and head teacher for assistance with enforcing the code of conduct:

- Student IEPs
- Counselors
- Threat Assessment Procedure
- Crisis Counselor
- In School Detentions
- Community Authorities

Note: The referring teacher and head teacher will notify the parent/guardian about the impending referral by the conclusion of the day.

For a 30-day period of no discipline referrals, 1 demerit will be removed from the student's discipline record.

An accumulation of four demerits will lead to an automatic suspension from school.

This procedure is an incentive program designed for the student to promote good behavior and avoid suspensions from school.

The following statements outline the district's goals for appropriate conduct.

- A. Some form of counseling is provided explaining what behavior is considered unacceptable.
- B. The action is fair to the individual in view of the nature of the offense.
- C. The action is fair to all students involved.
- D. Proper notice is given as to what form of punishment to expect if the undesirable behavior is not corrected.
- E. The discipline action is progressively stern.
- F. The discipline action is commensurate to the nature of the offense.

**Monroe Township Elementary Schools
K-4 Discipline Code of Conduct**

TYPE OF BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE & BEYOND
Active Cell Phones/Electronic Devices	Verbal warning, letter home	1 demerit, parent retrieves phone/device	2-4 demerits, parent retrieves phone/device	1-3 day out of school suspension, parent retrieves phone/device
Assault	1 demerit - 1 day out of school suspension	1-3 day out of school suspension	3-5 day out of school suspension	5-10 day out of school suspension
Being in a Non-Designated Area, Loitering in Hall	Verbal warning	1 demerit	2-4 demerits	1-3 day out of school suspension
Cheating	Parent notification, zero grade for work	1 demerit	2-4 demerits	1-3 day out of school suspension
Chewing Gum (unauthorized)	Verbal warning	1 demerit	2-4 demerits	1-3 day out of school suspension
Defacing School Property	Clean up, 1 demerit, pay for damages	Clean up, 2-4 demerits, pay for damages	Clean up, 1 day suspension, pay for damages	1-3 day out of school suspension, clean up, pay for damages
Destruction of School Property/Vandalism	2 demerits, pay for damages	1-10 day out of school suspension, pay for damages	1-10 day out of school suspension, pay for damages	1-10 day out of school suspension, pay for damages
Disrespectfulness/Willful Disobedience	1 demerit	2-4 demerits	1-3 day out of school suspension	3-5 day out of school suspension
Disruptive Behavior	Verbal warning, letter home, parent notification	1 demerit	2-4 demerits	1-3 day out of school suspension
Dress Code Violation	Verbal warning, parent notification for change of clothing	1 demerit, parent notified for change of clothing	2-4 demerits	1-3 day out of school suspension
Endangering the Safety of Others	1 demerit – 1 day out of school suspension	1-3 day out of school suspension	3-5 day out of school suspension	5-10 day out of school suspension
Extortion/Shakedown	1 demerit	2-4 demerits	1 day out of school suspension	3-5 day out of school suspension

TYPE OF BEHAVIOR	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE & BEYOND
Fighting to and from school, on school property during school sponsored activities	2 demerits – 1 day out of school suspension	1-3 day out of school suspension	3-5 day out of school suspension	5-10 day out of school suspension
Food in Unauthorized Area	Verbal warning	1 demerit	2-4 demerits	1 day suspension
Forgery	1 demerit	2-4 demerits	1 day suspension	1-3 day suspension
Gambling	Verbal warning, 1 demerit	1-4 demerits	1 day suspension	1-3 day out of school suspension
Harassment/Intimidation/ Bullying	2 demerits – 1 out of school suspension	1-3 day out of school suspension	3-5 day out of school suspension	5-10 day out of school suspension
Hitting, Poking, Inappropriate Touching (non-sexual)	Verbal warning/1 demerit	1-4 demerits	1 day suspension	1-3 day out of school suspension
Inappropriate Conduct Relating to Race, Color, Creed, etc.	1-4 demerits	2-4 demerits	1-3 day out of school suspension	3-5 day out of school suspension
Kissing or a Public Display of Affection	1 demerit	2 demerits	3 demerits	1-3 day out of school suspension
Lying	1 demerit	2-4 demerits	1-3 day out of school suspension	3-5 day out of school suspension
Name Calling/Teasing	1 demerit	2-4 demerits	1-3 day out of school suspension	3-5 day out of school suspension
Not Attending a Scheduled Class w/o Permission	1 demerit	2-4 demerits	1-3 day out of school suspension	3-5 day out of school suspension
Possession and/or Sale of Drug Paraphernalia	1-5 day out of school suspension, refer to BOE Rules and Regulations, notify police and consultation with CST, local and county authorities.	1-5 day out of school suspension, refer to BOE Rules and Regulations, notify police and consultation with CST, local and county authorities.	5-10 day out of school suspension, refer to BOE Rules and Regulations, notify police and consultation with CST, local and county authorities.	Up to 10 day out of school suspension, refer to BOE Rules and Regulations, notify police and consultation with CST, local and county authorities.
Possession of Tobacco Products, Lighters, Matches, etc.	2-4 demerits, parent must retrieve items	1 day out of school suspension, parent must retrieve items	1-3 day out of school suspension, parent must retrieve items.	3-5 day out of school suspension, parent must retrieve items.

TYPE OF BEHAVIOR	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	4 TH OFFENSE & BEYOND
Possession of Explosive Paraphernalia, Fire Crackers	1-10 day out of school suspension, parent meeting, counseling, possible expulsion.	1-10 day out of school suspension, parent meeting, counseling, possible expulsion.	1-10 day out of school suspension, parent meeting, counseling, possible expulsion.	1-10 day out of school suspension, parent meeting, counseling, possible expulsion.
Possession of a Weapon or any Simulation of Weapon	All Offenses - Notify Police, 1-10 day out of school suspension, and possible expulsion			
Profanity, Obscene/Inappropriate Language, Gestures/Drawing, etc.	1 to 2 demerits	1 day out of school suspension	1-3 day out of school suspension	3-5 day out of school suspension
Pulling Fire Alarm	1-3 day out of school suspension	3-5 day out of school suspension, police involvement	10 day out of school suspension, police involvement, begin expulsion procedure	10 day out of school suspension, police involvement, begin expulsion procedure
Running	Verbal warning	1 demerit	2-4 demerits	1 day out of school suspension
Selling Items not Approved by School	Verbal warning	1 demerit	2-4 demerits	1 day out of school suspension
Sexual Harassment	1-4 demerits, parent meeting scheduled	1 day out of school suspension, parent meeting	1-3 day out of school suspension, parent meeting	3-5 day out of school suspension, parent meeting, report to authorities
Smoke Bomb	10 day out of school suspension, notify police and begin expulsion procedures.			
Smoking	1 day out of school suspension	3 day out of school suspension	5 day out of school suspension	10 day out of school suspension
Starting or Causing Fire	1-10 day out of school suspension, possible expulsion			
Stealing/Theft	1 to 2 demerits, return/restitution made	2-4 demerits, return/restitution made.	1-3 day suspension.	3-5 day out of school suspension
Threats (verbal and written)	2 demerits - 1 day out of school suspension	1-3 day out of school suspension, police involvement	3-5 day out of school suspension, police involvement	5-10 day out of school suspension, police and parent involvement, district threat assessment
Throwing Food/Objects	1 demerit - 1 day out of school suspension	1-3 day out of school suspension	1-3 day out of school suspension	3-5 day out of school suspension

TYPE OF BEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE & BEYOND
Under Influence of Illegal Substance	10 days suspension notify police, refer to BOE rules and regulations, consultation with CST, local and county authorities	10 days suspension notify police, refer to BOE rules and regulations, consultation with CST, local and county authorities	10 days suspension and begin expulsion procedures, notify police, refer to BOE rules and regulations – consultation with CST, local and county authorities	10 days suspension and begin expulsion procedures, notify police, refer to BOE rules and regulations – consultation with CST, local and county authorities
Violation of Internet, Education Network and/or Email Contract	1 demerit – 1 day out of school suspension	1 -3 day out of school suspension	5-10 day out of school suspension, possible loss of privilege for remainder of year	5-10 day out of school suspension, possible loss of privilege for remainder of year

POLICY: PUPILS 5530

SUBSTANCE ABUSE

All staff members shall be alert to signs of substance abuse by students and shall respond to those signs in accordance with administrative regulations. Any staff member to whom it appears that a student may be under the influence of a substance other than anabolic steroids on school property or at a school function, shall report the matter as soon as possible to:

1. The Principal (or, in the Principal's absence, to a person designated by the Principal) and
2. The school nurse or the school physician.
3. If neither the school nurse or school physician is available, the staff member responsible for the function shall be notified.

The Principal or his/her designee shall immediately notify the student's parent(s) or legal guardian(s) and the Superintendent.

The Principal must arrange for an immediate medical examination of the student:

1. By a doctor selected by the parent(s) or legal guardian(s) or,
2. If the parent(s) or legal guardian(s) doctor is not immediately available, by the school physician.
3. If neither the parent(s) or legal guardian(s) doctor nor the school physician is immediately available, the student shall be taken to the emergency room of the nearest hospital for examination and diagnosis.

The student may be accompanied by the student's parent(s) or legal guardian(s) if possible and will be accompanied by a member of the school staff appointed by the Principal.

4. An examination conducted by a physician other than the school physician or the emergency room of the nearest hospital shall not be at district expense. Treatment will not be at Board expense.

If there is a positive determination from the medical examination of the student indicating the alcohol or drug use interferes with the student's physical or mental ability to perform in school:

1. The student will be returned to the care of the parent(s) or legal guardian(s) as soon as possible; and
2. Attendance at school will not resume until a medical report verifies the student's alcohol or drug use no longer interferes with the student's physical or mental ability to attend school.

SUPERVISION AFTER SCHOOL DISMISSAL

The Board of Education adopts this Student Supervision After School Dismissal Policy as a result of the New Jersey Supreme Court's decision in Joseph Jerkins, an infant by his Guardian Ad Litem, Charles Jerkins; Charles Jerkins and Toni Jerkins, individually, v. Soweto Anderson; Kemba N. Anderson; John Does 1-10 (fictitious individuals) and ABC Corporations 1-10 (fictitious entities), and Board of Education of Pleasantville Public Schools and Rosemary Clarke.

The New Jersey Supreme Court, in Jerkins, indicated dangers exist for younger students at dismissal as children are susceptible to numerous risks, including negligent conduct, when leaving school property. Because of these risks, the Board of Education adopts and requires the implementation of Policy 8601 for the supervision of younger students after dismissal. The supervision provisions of Policy Guide 8601 are applicable to parents or legal guardians of students attending district-operated schools or programs in grades Pre-K to 5 who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after dismissal.

Any parent(s) or legal guardian(s) of a student attending a district-operated school or program in grades Pre-K to 5, where the student is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the student to walk home after dismissal unless the student is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s). The parent(s) or legal guardian(s) designated escort(s) must be at least 18 years old. The parent(s) or legal guardian(s) may designate up to two escorts as indicated on the child's emergency card. The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available upon request to the Principal, or designee, or the program administrator.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of students that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be re-submitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form shall notify the appropriate school staff member(s) who has supervision of the student at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the student when other students are dismissed from school at the end of the school day.

Each Principal or program administrator will develop and implement a written Student Supervision After School Dismissal Plan for their school building or program location. This Plan shall include the school building's or program's supervision procedures for students at the end of the school day to the designated area in the school building or program and the location of the designated area in the school building or program.

The Plan shall be based on the school's or program's ability to provide supervision, the accessibility for the parent(s) or legal guardian(s) or designated escort to pick-up the child without disrupting dismissal of the remaining school population, and other considerations unique to the school building or program location. The school's or program's Student Supervision After School Dismissal Plan shall be provided to all parent(s) or legal guardian(s) that have submitted a Request Form.

Students shall be supervised by school staff up to 15 minutes after school dismissal at which time the child will be relocated to the location of the Board-approved after-school program. The staff member(s) of the after-school program will assume supervision of the student and will only release the student when the parent(s) or legal guardian(s) or designated escort arrives in the designated area in the after-school program.

In order to ensure the safety of other students being dismissed from school in accordance with typical school dismissal protocol, to limit interaction of parent(s) or legal guardian(s) or designated escorts with other students, and to avoid traffic and vehicular congestion outside the school building, the Principal or program administrator may prohibit the parent(s) or legal guardian(s) or designated escort from entering the school building until a time period after school has dismissed or until school buses and other vehicular traffic have cleared the school site. This determination may be made by each Principal or program administrator after considering the unique circumstances of the school building and the building's typical dismissal protocol.

In the event of an emergency such that, when an unforeseen event prevents a parent(s) or legal guardian(s) or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the student will remain under the supervision of the after-school program until the parent(s) or legal guardian(s) or designated escort arrives and signs the student out of school. In this circumstance, the parent(s) or legal guardian(s) will be subject to after-school program fees. Fee Schedule will be included on the Supervision of Dismissal from School Form.

The school will provide parent(s) or legal guardian(s) information regarding any supervised after-school services, if any, that may be available to students at the school's facilities after formal school dismissal.

This Policy shall be published in student/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the student/school handbook, which shall include this Policy and the school calendar. In addition, any changes to the school's calendar made during the school year shall also be provided to parent(s) or legal guardian(s).