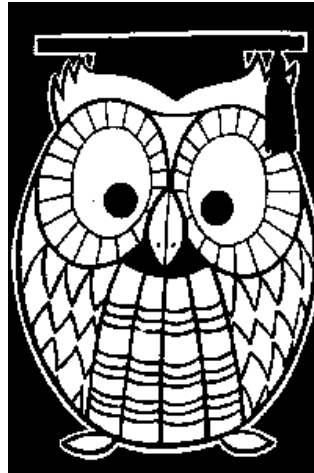


**OLIVET
ELEMENTARY SCHOOL
STUDENT/ PARENT HANDBOOK
2012-2013**



OLIVET ELEMENTARY SCHOOL
235 SHEEP PEN ROAD
PITTGROVE, NJ 08318

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

Patricia A. Gaburo, Principal

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Patricia A. Gaburo, Principal

Page Zulker, Secretary
Debora Michel, Secretary

Third Grade

Judith Mosley, Joyce Maier, Christine Laspata, Jennifer Podehl, Christie Cunningham

Fourth Grade

Michelle Hunt, Jennifer Godwin, Alicia Bottino, Paige Dunlap, Christina Meyers

Fifth Grade

Carol Scull, Trish Jankauskas, Robert Hall, New Staff, Karen Conroy

Art

Janice Chassier

Media Center

Kathy Passmore

Music

Jason Ragan

P.E. & Health

Irene Krawiec

French

Sandra Errickson

School Nurse

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Guidance

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Basic Skills

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Sherry Peci

Special Education

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Dawn Hess
Ellen Cantrell

MISSION STATEMENT

Pittsgrove Township Elementary Schools, Norma School, Elmer School and Olivet School, are committed to creating an environment where all students reach their highest level of academic, emotional and social achievement. All members of the school community will strive to create a safe environment where students demonstrate P.R.I.D.E., and will be able to develop into productive global citizens.

PRINCIPAL'S MESSAGE

On behalf of the staff of Olivet School, I would like to welcome students and their parents to a new school year. Teachers at Olivet School maintain high academic standards and attempt to meet the individual needs of all students. Ultimately each student will gain from the academic program according to the effort they are willing and able to apply and the support they receive from their parents. To increase the degree of educational success it is imperative that students, teachers, parents and administrators communicate openly and frequently regarding their concerns, progress and overall growth of their children. If I can be of any assistance during the school year please do not hesitate to call. - Patricia A. Gaburo, Principal

ARRIVAL AND DISMISSAL

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

Students not riding the bus may arrive at school no earlier than 8:50 unless enrolled in the SACC Program. From 8:50 am - 9:05 am and from 3:20 pm - 3:45 pm, parents will be able to drop off students across the back of the school building. You will not be permitted to exit where you entered from Sheep Pen Road due to bus arrivals. Students arriving after announcements will be considered tardy unless lateness is due to failure of the bus to arrive on time. The dismissal bell rings at 3:36 pm. **Parents are not allowed to visit classrooms during Arrival & Dismissal times; due to our teachers need to be vigilant to the safety & well being of our students at that time. A note is required for children being picked up.** They must be signed out in the office if they are leaving before the end of the school day or if they are being picked up at the parent pick up location at the end of the day. **However, we do request that early "Pickups" be kept to a minimum. Picking up students before the end of the school day disrupts the continuity of classroom lessons. You have received a school calendar and we ask that you arrange medical and dental appointments after school hours whenever possible. We also ask that vacation trips coincide with school vacations whenever possible.**

ATTENDANCE

Regular attendance is essential to a student's success in school. Persistent absenteeism, tardiness and early pick-ups create a genuine hardship for the student and his or her classmates. Only those absences that are health related and/or have a doctor's note or a preapproved family vacation are considered excused. It is therefore considered a very serious issue. Consequently, responsibility for having children attend school regularly lies with parents. **If for any reason your child is sick for five or more days, a note from your family doctor stating he or she may return to school is required.**

All requests for Family Vacations must be made at least 2 weeks in advance, in writing, and are subject to approval by the principal.

BICYCLES

Children riding their bikes to school must have a note from the office stating parental consent. The school assumes no responsibility for the bicycles. However, provisions have been made to safeguard them by requiring all bikes to be properly parked and locked in the bike rack.

BUSES

The majority of students of Olivet Elementary School are transported by bus. **Riding a bus is a privilege that must not be abused.** If the privilege is abused a student may be suspended from the bus for a short or extended period of time. Bus problems related to traveling on the bus or at the bus stop are to be referred to Mrs. Patricia A. Gaburo, Principal. All other problems are referred to the Transportation Coordinator at 358-3094 ext. 4823.

Students not riding buses may not be dropped off at school before 8:50 am.

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

Riding Another School Bus:

Arrangements to ride another bus must be for a five-month period: September through mid-February or mid-February through June. **Requests for mid-year changes must be received by the principal in writing by February 2013.** These requests will be given to the Transportation Supervisor and parents will be notified as to whether such arrangements can be accommodated.

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

CAFETERIA

The Cafeteria will be serving breakfast daily to all students in grades 3 through 5. The price for breakfast will be \$ 1.35. Milk and/ or juice will be included in the cost. Reduced breakfast is \$0.30. The Cafeteria will also be serving lunches daily to all students in grades 3 through 5. The price for a complete lunch is \$ 2.50. Reduced lunch is \$0.40. A lunch ticket for any five meals may be purchased. Milk may be purchased for \$.45. Orange juice may be purchased for \$.60 after lunch has been eaten and if time permits. (Prices subject to change.)

CARE OF SCHOOL PROPERTY

Students are responsible for taking care of all school property including textbooks. Any damage must be paid for. To protect textbooks they must be covered the day they are issued. **Books are not to be covered with paper having a sticky backing as it ruins the permanent cover of the book often making it unusable.**

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

CHANGE OF ADDRESS OR TELEPHONE NUMBER

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

CUSTODY/GUARDIANSHIP/PARENT VISITATION

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

CONDUCT ON SCHOOL PROPERTY & DURING SCHOOL EVENTS

The school district may hold parents liable for property damage caused by acts of their children. The school district has the authority to implement rules and regulations for its own management and to promote the health, safety, and welfare of its students. These rules include the authority to take action against disruptive conduct by visitors to school property or school events including parents. SEE STUDENT CODE OF CONDUCT on pages 14 - 18.

DIRECTED PLAY

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

DRESS CODE

Any type of dress or grooming which is disruptive such as shirts with inappropriate slogans, TV programs or advertising, belly shirts, midriffs, see-through clothing, tube tops/dresses, or top/dresses that expose cleavage or bare backs will not be permitted. Bare feet, slippers, flip-flops, or other shoes that pose a safety hazard are also unacceptable. Pants are to be worn at the waistline with undergarments not exposed. Tops and bottoms must meet at all times –sitting and standing. Skirts, dresses, shorts must be finger-tip length. Clothing must be properly button at all times. As students mature, especially girls, please monitor the appropriateness of shirts and the necessity of undergarments. Parents will be contacted to bring a change of clothing to school for their child if attire is found to be inappropriate.

EARLY SCHOOL CLOSINGS

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

September 28, 2012 (Friday) - Professional Development Day
October 26, 2012 (Friday) - Professional Development Day
November 21, 2012 (Wednesday) - Thanksgiving
December 5, December 6, December 7 - Parent Conferences
December 14, 2012 (Friday) - Professional Development Day
December 21, 2012 (Friday) - Winter Recess
January 31, 2013 (Thursday) - Professional Development Day
March 15, 2013 (Friday) - Professional Development Day
April 19, 2013 (Friday) - Professional Development Day
May 23, 2013 (Thursday) - Professional Development Day
June 17, 2013 (Monday) - Early dismissal for Students
June 18, 2013 (Tuesday) - Early dismissal for Students
June 19, 2013 (Tuesday) - Last Day for Students

Emergency School Closing

If the possibility exists that the schools in Pittsgrove Township will open late or remain closed due to inclement weather, please view to the following TV stations, which will announce the name of our school district and /or **our code #895. Channels 3,6,10 & 29. Visit www.pittsgrove.net for school closing information.** School closing decisions are made by 6 am at which time TV stations are notified. Please **do not call** the stations or the school. Our district will also use the School Reach phone call system to call you with closing information. **If Olivet School must dismiss students at 1:00 pm or sooner due to weather condition or an unexpected emergency your child should know where he/she should go in case you're are not home. Please remember it may not be possible to contact all parents prior to emergency closing even using the School Reach call system.**

ATTENTION PARENTS:

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

FIELD TRIPS

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

NOTE: Due to the lack of substitute nurses available, parents of children needing medication may be given preference of being a classroom chaperone over other parents wishing to accompany children on the bus.

There are many opportunities for parents to participate in school activities and encourage parent participation. With that being said, we do not encourage parents to drive to field trip locations when not selected as a chaperone. This creates confusion and possible safety issues.

GRADING POLICY

Grades 3-5 follow the District Grading Guidelines for the major core courses – Language Arts, Math, Science and Social Studies. The grade scale is as follows: 100-93 / A; 92-85 / B; 84-75 / C; 74-70 / D; 69-0 / F.

GYM DRESS CODE

Children need to dress appropriately on days that they have gym. Students need to wear socks and sneakers that tie on those days. Also earrings need to be removed prior to gym class. Safety of your children is very important to us, so we are requesting your support on this matter.

HEALTH INFORMATION

Health office Screening consists of:

Height and WeightGrades K - 12

VisionGrades K,2,4,6,8,10

HearingGrades K,1,2,3,4,6,8,10

Color Deficiency..Grade 1

Blood Pressure.....Grade K - 12

ScoliosisGrades 5,7,9,11

(Grade 4 if age 10 in September of current school year)

COMMUNICABLE DISEASE POLICY

Illness, Injury and Communicable Diseases

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

having a temperature of 100 or above. (They must be fever free without Tylenol or other medication for 24 hours before returning to school) **having a severe cough or cold and having diarrhea and/or vomiting** (should be over for 24 hours before returning).

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

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

Any student suspected of having a “nuisance” disease; namely, Impetigo, Ringworm, Pinkeye (conjunctivitis) Reoccurring Head Lice (pediculosi), Scabies (mites under the skin), or any questionable rash, will be excluded from school and may only return with a physician’s note. If there are any health problems you feel the school nurse should be aware of, please do not hesitate to notify her. If there are any problems we feel you should be aware of we will do likewise. We appreciate your cooperation in caring for the well being of your child while at school. Please feel free to call the school nurse if you have any questions.



Medications in School:

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

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

HOMEWORK GUIDELINES

Homework serves an important purpose in your child's school life. It is a means of reviewing and reinforcing the lessons taught in school. It also is a way to help your child develop work and study habits that will assist him or her throughout their school years. **All assignments must be completed whether or not credit is received.** All grade levels- Assignments missed due to legal absence from school, except those requiring special materials, **must be completed upon returning to school.** Each classroom teacher will determine the appropriate length of time required to complete the make-up work.

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

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

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

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

HARASSMENT, INTIMIDATION, AND BULLYING

The Pittsgrove Township Board of Education prohibits acts of harassment, intimidation, or bullying. 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.

Any act of Harassment, Intimidation, or Bullying should be directed to our HIB Specialist. This can be done by calling (856-358-2081).

INTERVENTION & REFERRAL SERVICES (I&RS)

The I&RS is a school based, problem solving group whose purpose is to assist teachers with strategies for dealing with student learning and /or behavior problems. This group meets periodically to seek creative ways to maximize the use of available regular education resources. Response To Intervention (RTI) will be the format used to meet the needs of our struggling students. Questions regarding the I&RS process should be directed to the Assistant Principal.

LABELING

PARENTS! We need your help. Please label jackets, coats, lunch boxes, and other personal items taken to school. Lost items could easily be returned to their owners. Students should check lost and found items in the office and also in the cafeteria when they lose something belonging to them.

LOST AND DAMAGED BOOKS

Students must report loss of textbooks to their teacher. Upon receipt of payment for the book, the student will receive a new book.

FEES:

1. Lost books - replacement cost of books
2. Badly damaged books - replacement cost of book
3. Damaged book - one-third cost of book- *the teacher who issues the book shall be the judge of the extent of the damage. SEE DISCIPLINE CODE*

PARENT TEACHER CONFERENCES

Parent Teachers Conferences will be held in early December - December 5, 6, 7. Conference information will be given in a timely fashion. Students will be dismissed at 1:00 pm on these days. **Attendance at Parent Conferences at this time is strongly encouraged. Additional meetings may also be requested by parents or teachers during the school year as needed.**

PARENT VOLUNTEERS

Olivet School considers its parent volunteers a very special resource. Parents are encouraged to help in their child's classroom, school programs and extracurricular activities. Please call the office if you have time or skills you can share to help make our school a better place for your children. We encourage parents to be active in our school & classroom. We welcome parents at most times. However, please make arrangements with your child's teacher prior to arriving. Some classroom events such as testing, assemblies, special projects may prevent parents from visiting on certain days.

PERSONAL PROPERTY

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

Pet Visitation

To prevent a health risk to students with allergies, pets of any kind may not be brought into the classroom without prior approval from the school principal.

POTENTIALLY GIFTED PROGRAM POLICY

A copy of the complete Gifted-Talented Program, K- 12 may be obtained at the school office.

PROGRESS REPORTS

Progress reports are written for students and sent home with the students at the mid-point of each trimester to keep parents informed of their child's progress. Students who are in danger of failing a specific subject for the trimester or whose marks have changed may receive more frequent reports.

Trimester dates are as follows:

Midpoint 1st Trimester - October 19
End of 1st Trimester - December 7

Midpoint 2nd Trimester - January 30
End of 2nd Trimester - March 19

Midpoint 3rd Trimester - May 6
End of 3rd Trimester - June 19

Report cards and Progress reports typically go home a week following these dates. These timeframes are subject to change due to changes that may occur in our calendar year. Dates for issuance of report cards will be included on the monthly calendars and on the website.

PROMOTION AND RETENTION POLICY (ELEMENTARY SCHOOL) Policy P-PR-1

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

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

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

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

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

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

P.T.O.

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

RETURNING TO SCHOOL AFTER SCHOOL HOURS

On many occasions students return to school to get books and materials needed to complete their homework assignments. At the end of each school day however, they are reminded of their assignments, what books they will need and have sufficient time to pack their bags. We ask that parents help us in making children responsible for doing this. Please **do not** drive your child back to school to get books and materials they “forgot”. Remember doors will be locked after children leave and custodians are not to allow anyone in the building.

RELEASING YOUR CHILD (REN) DURING THE SCHOOL DAY

Upon written request from parents, students may be dismissed early for medical and dental appointments when necessary. A note must be written to your child (ren)’s teacher (s) stating that you or a designated individual will pick your child up at a specified time. **You must report to the office upon arrival to meet and sign your child out before he/she can be dismissed.** Although we realize that an early dismissal may be necessary at times we discourage this practice. **We ask parents to make every effort to schedule medical and dental appointments after school hours.** No students shall be permitted to leave before the end of the school day unless met in the school office by a parent or person authorized by the parent. **For safety and instructional purposes, parents MAY NOT go directly to the classroom to meet their children.**

Save Our Smiles (S.O.S.)

Save Our Smiles (S.O.S) is a classroom Fluoride Rinse Program, which is paid for by the PTO. This weekly rinsing procedure has reduced cavities by an average of 36.5% in communities like ours and has the approval of the Pittsgrove Township Board of Education and the National Institute of Dental Research; Parental Approval is needed for participation

SCHOOL AGE CHILD CARE (SACC)

SACC is a before and after school program aimed at meeting the needs of working parents by providing children with care for the hours when school is not in session. Olivet hours are 6:30 AM to 9:00 AM before school and 3:36 pm to 6:00 pm after school. Call 358-3094 ext. 6175 or 358-3094, ext. 4034 for more information and costs.



SCHOOL CONCERNS

When a parent feels he/she has a school concern or problem, the issue should be addressed directly to the staff/ teacher or person involved. If the situation is not resolved, the next recourse would be to schedule a meeting with the assistant principal or principal. We would appreciate cooperation from all parents regarding this procedure. Due to time constraints we must request that appointments be made so that administration is available for students during school hours.

SCHOOL INFORMATION

School Address:

Olivet Elementary School
235 Sheep Pen Road
Pittsgrove, NJ 08318
Phone (856) 358-2081
Fax (856) 358-0231

District Telephone Numbers:

Norma School	358-6904
Elmer School	358-6761
Middle School	358-8529
Schalick High School	358-2054
Child Study Team	358-7080
SACC (Olivet Site)	358-6175
SACC Billing Office	358-3094, ext. 4034

Pittsgrove Township Board of Education

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

Olivet School / Office Hours:

Office 8:00 AM to 4:00 PM
Grades 3rd through 5th
School begins at 9:00 AM and
ends 3:36 PM

SCHOOL MASCOT AND COLORS & PRIDE

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

SCHOOL MOTTO

Our district Motto is P.R.I.D.E

Patience, **R**espect, **I**ntegrity, **D**iligence, and **E**mpathy.

Character Education is an important part of a child's social and educational development. We use our school motto, P.R.I.D.E to teach and encourage our students to be the best they can be each and every day.

SCHOOL SECURITY

School doors will be locked each day after the bell rings. For the safety of our children a bell has been installed on the front door of the school. Ring the bell and the main office will buzz you in. Please report directly to the main office to sign in. If you are attending a school program in the evening, doors nearest the performance area will be unlocked for entrance.

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

STUDENT SALES

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

TARDINESS

Prompt arrival at school is expected of all students. Late arrivals disrupt class and cause loss of instructional time. Any child who arrives at school after announcements is considered late.

TELEPHONE CALLS FOR ABSENCES

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

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

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

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

TESTING PROGRAM

Various tests will be given during the school year to ascertain each child's strengths and weaknesses in computation and communication. Benchmark testing will be given during the year at various intervals in Language Arts and Math. In addition, Third, Fourth, and Fifth graders are scheduled to take the NJ Assessment of Skills & Knowledge in Language Arts Literacy, Math & Science (grade 4). **This test will be administered May 6 - May 9, 2013 for 5th GRADERS and May 13 - May 17, 2013 for 3rd and 4th GRADERS. Please do not schedule family vacations during this time if at all possible.**

TRANSFERS

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

VANDALISM

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

VISITORS

For security and educational reasons visitors must report to the office, sign in and receive a Visitor's Pass before going to any other part of the building. Your cooperation is essential if we are to maintain a safe school environment.

WEAPONS AND DANGEROUS INSTRUMENTS

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

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

Contraband:

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

Students are not permitted to have cell phones at Olivet School. Cell phones will be confiscated and returned to the parent only. Other disciplinary action may occur for according to the Code of Conduct.

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

THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

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

DISORDERLY PERSONS

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

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

By order of the
BOARD OF EDUCATION

AFFIRMATIVE ACTION

The Pittsgrove Township Board of Education affirms its responsibility to ensure all students in public schools of the Pittsgrove Township equal educational access and opportunity regardless of race, creed, color, national origin, ancestry, age, martial status, affectional or sexual orientation, gender, religion, disability or socioeconomic status. To fulfill this responsibility the Board will continually re-examine and monitor policies, school and classroom programs and practices as well as employment and contract practices and will identify and correct inequities in either area of responsibility. The Board shall maintain both instructional and work environments that are free from harassment of any kind.

Pittsgrove Township School District's Affirmative Action Officer in accordance with N.J.A.C. 6A: 7-16, 1.7 & 1.8 will oversee the compliance with the Board Affirmative Action Policies and will receive all complaints and the alleged harasser. The district's comprehensive Equity Plan, grievance procedures and annual reports are located in the central office. Inquiries regarding Compliance may be directed to:

Affirmative Action Officer
Angela Williams, District Guidance Director
Schalick High School
718 Centerton Road
Pittsgrove, NJ 08318
(856) 358-3054, Ext. 4111
Pittsgrove Township Website: www.pittsgrove.net

INFRACTION	Teacher/Staff Actions	Administrative Action (Referral Form)					
		1 st	2 nd	3 rd	4 th	5 th	
Bathroom Misconduct (CUS)	Teacher conference with student, teacher calls parent, teacher detention	AW	RD Guidance Parent Contact	RD(2) Guidance Parent Contact	LD/RD(3) Guidance Parent Conference	Disciplinary action at the discretion of Administrator	
Bus Misconduct (including, but not limited to refusal to stay in seat or wear seat belt, yelling & screaming, excessive physical contact, bullying, etc.) (BB)	Bus driver referral form	AW	RD Parent Contact	RD(2) Parent Contact	1-day bus suspension, Parent Conference	3-day bus suspension, Parent Conference	
Cafeteria Misconduct (CAV)	Referral Form	AW	LD Parent Contact	LD(2) Parent Contact	LD(3) Parent conference	Disciplinary action at the discretion of Administrator	
Cheating, Forgery, Altering school documents (AHV)	Teacher conference with student, teacher calls parent, teacher detention	AW	LD/RD Guidance Parent Contact	LD/RD (2) Parent Conference	OSS Parent Conference	Disciplinary action at the discretion of Administrator	
Class Disruption (CB)	Teacher conference with student, teacher calls parent, teacher detention	LD/RD	LD/RD Guidance Parent Contact	LD/RD (2) Guidance Parent Contact	Disciplinary action at the discretion of Administrator		
Excessive Tardiness (LS)	Teacher conference with student, teacher calls parent (4 th tardy)	AW Letter to Parent	AW Letter to Parent Guidance	LD/RD Letter to Parent Guidance Truancy	Disciplinary action at the discretion of Administrator		
Hallway Misconduct (CUS)	Teacher conference with student, teacher calls parent, teacher detention	AW	RD Guidance Parent Contact	RD(2) Guidance Parent Contact	RD(3) Guidance Parent conference	Disciplinary action at the discretion of Administrator	
Inappropriate Display of Affection (CUS)	Teacher conference with student, teacher calls parent, teacher detention	AW Parent Contact Guidance	LD/RD Guidance Parent Contact	LD/RD Guidance Parent conference	LD/RD Guidance Parent conference	Disciplinary action at the discretion of Administrator	

Harassment, Bullying, Intimidation, Threatening Comment (BUL, TC)	Teacher conference with student, teacher calls parent, teacher detention	AW	RD Guidance Parent Contact	RD Guidance Parent Contact I&RS	OSS Parent conference I&RS	Disciplinary action at the discretion of Administrator
Dress Code (DCV)	Teacher conference with student	AW Parent Contact	RD Parent Contact	RD Parent Contact	Disciplinary action at the discretion of Administrator Parent conference	
Leaving class without permission (CC)	Teacher conference with student, teacher calls parent, teacher detention	AW Parent Contact	AW Guidance Parent Contact	RD Guidance Parent Contact	Disciplinary action at the discretion of Administrator Parent conference	
Misbehavior with Substitute Teacher (CB)	Teacher conference with student, teacher calls parent, teacher detention	AW Parent Contact	RD Guidance Parent Contact	RD Guidance Parent Contact	OSS Parent conference	Disciplinary action at the discretion of Administrator
Possession of Electronic Device (CPV)	Teacher conference with student, teacher calls parent, teacher detention	AW Confiscate device – Parent Conference	LD Confiscate device – Parent Conference	LD/RD Confiscate device – Parent Conference	RD Confiscate device – Parent Conference	Disciplinary action at the discretion of Administrator
Use of profanity and/or obscene gestures, obscene material (CUS, UP)	Teacher conference with student, teacher calls parent, teacher detention	RD Parent Contact	RD Guidance Parent Contact	RD Guidance Parent Contact I&RS	OSS Guidance Parent conference	Disciplinary action at the discretion of Administrator
Pushing/Shoving (INVC)	Teacher conference with student, teacher calls parent, teacher detention	AW	RD Guidance Parent Contact	RD Guidance Parent Contact I&RS	OSS Guidance Parent conference	Disciplinary action at the discretion of Administrator
Verbal altercation (ALT)	Teacher conference with student, teacher calls parent, teacher detention	AW	RD Guidance Parent Contact	RD Guidance Parent Contact	OSS Guidance Parent conference	Disciplinary action at the discretion of Administrator
Failure to attend teacher detention (CPD)	Teacher conference with student, teacher calls parent, teacher detention	AW	RD Parent Contact	RD Parent Contact	RD(2) Parent Contact	Disciplinary action at the discretion of Administrator

Leaving school w/o permission (CCL)	Referral Form	RD Guidance Parent Contact	RD(2) Guidance Parent Conference	OSS Parent conference	Disciplinary action at the discretion of Administrator	
Violation of Acceptable Use Policy (TEC)	Referral Form	AW Guidance Parent Contact	RD Guidance Restrictions Parent Contact	RD(2) Guidance Restrict. Parent Conference	OSS Parent conference	Disciplinary action at the discretion of Administrator
Provoking of verbal or physical altercation (ALT)	Referral Form	RD Guidance Parent Contact	RD (2) Guidance Parent Contact I&RS	OSS Parent conference	OSS Parent conference	Disciplinary action at the discretion of Administrator
Disobedience, Defiance, and Disrespect towards authority (INS, DTS)	Referral Form	RD(1) Guid.	RD(2) Guidance Parent conference I&RS	RD(3) Guidance Parent conference	OSS (1) Guidance Parent conference	OSS Parent conference
Disrespect towards student (DS)	Teacher conference with student, teacher calls parent, teacher detention	AW	RD Parent Contact	RD Parent Contact	RD (2) Parent Contact	Disciplinary action at the discretion of Administrator
Theft (TFT)	Referral Form	RD(2) Guidance Parent Contact Restitution	OSS(2) Guidance Parent Conference Restitution	OSS(3) Guidance Parent Conference Restitution	OSS(4) Guidance Parent Conference Restitution	Disciplinary action at the discretion of Administrator
Vandalism/ Destruction of Property (VAN)	Referral Form	RD(2) Guidance Parent Contact Restitution	OSS(2) Guidance Parent Conference Restitution	OSS(3) Guidance Parent Conference Restitution	OSS(4) Guidance Parent Conference Restitution	Disciplinary action at the discretion of Administrator
Possession or Distribution of controlled substances (PII, DB)	Referral Form	Guidance SAC Parent Conf. I&RS Disciplinary action at the discretion of Administrator	OSS (4) Guidance SAC Parent Conference I&RS SRO Superint.	OSS (10) Guidance SAC Parent Conference SRO Superint.	Disciplinary action at the discretion of Administrator SRO; Superintendent	
Assault on staff (ASM)	Referral Form	OSS (2) Parent Conference Guidance SRO Superint.	OSS (4) Parent Conference Guidance SRO Superint.	OSS - could result in long-term suspension/expulsion; possible BOE hearing; psychological assessment and clearance to returned to school may be required. SRO Superint.		

Assault of student (AAS)	Referral Form	OSS(1) Parent Conference SRO Superint.	OSS(2) Parent Conference SRO Superint.	OSS(4) Parent Conference SRO Superint.	OSS - could result in long-term suspension/ expulsion; possible BOE hearing; psychological assessment and clearance to returned to school may be required. SRO; Superintendent
Bomb Threat/Pulled Fire Alarm/ Disruption of School (PFA, DB)	Referral Form	OSS(4) Parent Conference SRO Superint.	OSS Pending Superintend Hearing; Parent Conference		
Fighting (whether or not the aggressor) (FGT)	Referral Form	OSS(2) Guidance Parent Conference SRO I&RS	OSS(4) Guidance Parent Conference	Disciplinary action at the discretion of Administrator. SRO; Superintendent	
Weapons brought to school (WO)	Referral Form	Disciplinary action at the discretion of Administrator SRO; Superintendent			

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

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

When special circumstances demand, the sequence for disciplinary action will be adjusted to fit the seriousness of the situation. In some instances, a combination of actions may also be employed. Administration has the right to contact the New Jersey State Police if they deem it necessary.

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

Administrative Guidelines for Student Code of Conduct

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

ADMINISTRATIVE ACTION CODES:	
AW	(Administrative Warning)
LD	(Lunch Detention)
RD	(Recess Detention) (Directed Play Restriction)
OSS	(Out-of-school Suspension)
SAC	(Substance Abuse Coordinator)
SRO	(School Resource Officer)
I&RS	(Intervention & Referral Services)
Superint.	(Superintendent-matter referred to)