

**OLIVET  
ELEMENTARY SCHOOL  
STUDENT/ PARENT HANDBOOK  
2016-2017**



**OLIVET ELEMENTARY SCHOOL  
235 SHEEP PEN ROAD  
PITTGROVE, NJ 08318**

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

**Tino J. Monti, Principal**

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### **Fifth Grade**

Paige Dunlap, Jennifer Godwin, Michelle Hunt, Patricia Jankauskas

### **Art**

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Gwen Acosta

### **Music**

Jason Ragan

### **P.E. & Health**

Irene Krawiec

### **Spanish**

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### **Instrumental Music**

Richard Wade

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## MISSION STATEMENT

Olivet School is 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

Dear Parents and Students,

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

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

Students in grades three, four, and five should play an intricate part in their own education. Students will achieve great academic success if they work hard and put great effort into their schoolwork.

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

Sincerely,

Tino J. Monti,  
Principal

## ARRIVAL AND DISMISSAL

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

**Students not riding the bus may arrive at school no earlier than 8:50 unless enrolled in the SACC Program.** From 8:50 am - 9:05 parents will be able to drop off students across the back of the school building. You will not be permitted to exit where you entered from Sheep Pen Road due to bus arrivals. Students arriving after 9:15 will be considered tardy unless lateness is due to failure of the bus to arrive on time or doctor's office visit with a note. The dismissal bell rings at 3:36 pm. **Parents are not allowed to visit classrooms during Arrival & Dismissal times; due to our teachers need to be vigilant to the safety & well being of our students at that time. A note is required for children being picked up.** They must be signed out 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. Anyone picking up a student MUST BE at least 18 years of age and must be able to show a photo ID upon request. **However, we do request that early "Pickups" be kept to a minimum. Picking up students before the end of the school day disrupts the continuity of classroom lessons. You have received a school calendar and we ask that you arrange medical and dental appointments after school hours whenever possible. We also ask that vacation trips coincide with school vacations whenever possible.**

## ATTENDANCE

In accordance of B.O.E. policy 5113, regular attendance is essential to a student's success in school. Persistent absenteeism, tardiness and early pick-ups create a genuine hardship for the student and his or her classmates. Only those absences that are health related and/or have a doctor's note is considered excused. It is therefore considered a very serious issue. Consequently, responsibility for having children attend school regularly lies with parents.

Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instruction, classroom participation, learning experiences and study to obtain maximum benefits of a thorough and efficient educational program. Poor attendance limits accomplishments and reinforces a habit that will handicap the individual in future education or employment. Therefore, the Pittsgrove Township Board of Education requires the regular attendance of all students each day school is in session.

Responsibility for having children attend school lies with the parents/guardians. It is important that children attend school unless they are ill. Asking that a child leave before the end of a school day disrupts the continuity of the program. Please try to arrange appointments after school. You have received a school calendar, so please try to confine vacation trips to those days that school is not in session. **If for any reason a student is absent five consecutive days or more, the parent/guardian is required to obtain a note from the doctor stating that the child may return to school.** During each marking period, **the appropriate documentation to excuse an absence must be submitted within ten (10) school days of the absence or it will not be accepted.**

### **Truancy**

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

**Prior to 5 days absent** - Student meets with respective counselor in reference to absenteeism and lateness.

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

**8 days** - 2nd warning notice to parents from Administration.

**more than 10 days** - referral to Truancy Court

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

### **Appeal Process for Unexcused Absences**

The parent/guardian of the minor student must notify the principal in writing **(within 10 school days of receiving the first notification that the student has exceeded the maximum number of unexcused absences permitted)** that a meeting with the principal for the purpose of reviewing this student's attendance record is desired. This written notification must state the reason for the appeal and any documentation or other information relative to the absences should be enclosed.

Documentation of the nature and causes of absences shall be the responsibility of the parent/guardian of the minor student. At the meeting with the principal the opportunity will be given to present any other extenuating circumstances.

The parent/guardian of the minor student will be notified as to the outcome of the appeal. If not satisfied, an appeal may be made to the Superintendent.

The parent/guardian of the minor student, if not satisfied with the Superintendent's decision, may appeal to the Board of Education.

During each trimester, **the appropriate documentation to excuse an absence must be submitted within ten (10) school days of the absence or it will not be accepted.** At the first meeting with the principal, the parent/guardian will be permitted to bring documentation to the meeting to excuse absences that occurred more than ten (10) school days from the absence. (However, if the student meets with the Attendance Appeals Committee in two or more consecutive trimesters, no documentation waiver will be permitted.)

### **Excused Absences**

A student will be considered absent any time he/she does not appear in class as scheduled. It is recognized that certain extreme and unavoidable circumstances may prevent a student from attending school. In the event a student is absent for any of the reasons listed, it will be considered an excused absence. It is requested that scheduled appointments be made after school hours whenever possible. All work missed as a result of the absence must be made up at the initiative of the student. Excused absences will be allowed for the following reasons:

- Illness after reporting to school (sent home by School Nurse)
- Serious illness or medical condition as verified by a physician
- Death in the immediate family when accompanied by appropriate documentation
- Religious holidays as prescribed by the State Department of Education when accompanied by a note from a parent/guardian
- Required court attendance when accompanied by documentation from the court
- Administrative permission to attend special programs, i.e., approved field trips, verifiable guidance activities and programs or special appearances
- Parent Notification - **Maximum 5 days.** Parents may appeal to the School Administrator for 5 days of Parent Excused Absences. This may include, but not be limited to: illness, vacation, or other pertinent request(s).

### **Unexcused Absences**

The following list includes, but is not limited to, absences that are NOT considered excused:

- Missing the bus or other alternative transportation
- Car trouble
- Personal business
  - Shopping
  - Oversleeping
  - Going out to breakfast or lunch

### **FAMILY VACATIONS: (Vacation Days are NOT excused absences)**

School personnel do not have the legal authority to give students permission to be absent during school hours for the purpose of taking vacations during the school year. This is a decision that can only be made by a parent/guardian.

Students who take a vacation during school hours do so with the full understanding that they are responsible for the course work covered during their absence. Since a part of a student's evaluation may include daily contribution and class discussion, absence from school has a direct effect upon learning and its subsequent evaluation. Due to the nature of some course work, it is not possible to "make up" the material. Vacations during class time may affect your son/daughter's progress.

For family vacations, a written notice must be submitted to the Main Office at least ten (10) school days prior to leaving. This notice does **NOT** excuse the student's absences.

### **BICYCLES**

Children riding their bikes to school must have a note on file in the office stating parental consent. All students are required to wear helmets. No exceptions!  
The school assumes no responsibility for the bicycles. However, provisions have been made to safeguard them by requiring all bikes to be properly parked and locked in the bike rack.

## **BUSES**

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

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

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

### **Riding Another School Bus:**

Arrangements to ride another bus must be for a five-month period: September through mid-February or mid-February through June. **Requests for mid-year changes must be received by the principal in writing by February 2017.** 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. Breakfast will be served beginning September 6, 2016. The price for breakfast will be \$ 1.50. 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 \$ 2.75. Reduced lunch is \$0.40. Milk may be purchased for \$.45. Snacks may be purchased after lunch has been eaten and if time permits. (Prices subject to change.) Payment for school meals can be made through **my school bucks.com**. **You may also send in check or cash. Please put payment in an envelope marked with the student's first and last name and homeroom teacher.**

## **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 to the office immediately to ensure the safety of your child. Additionally, court papers must be submitted and filled immediately upon your receipt. Reporting any parental and/or visitation changes to your child's teacher is not sufficient. The office must be notified of any changes immediately.

## **CONDUCT ON SCHOOL PROPERTY & DURING SCHOOL EVENTS**

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

## **CODE OF COMMUNITY CONDUCT**

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

### **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**

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

#### **Clothing:**

- Any type of dress or grooming which is disruptive such as shirts with inappropriate slogans, TV programs or advertising.
- Belly shirts, midriffs, see-through clothing, tube tops/dresses, or top/dresses that expose cleavage or bare backs will not be permitted.
- Pants are to be worn at the waistline with undergarments not exposed. Tops and bottoms must meet at all times -sitting and standing.
- Skirts, dresses, shorts must be fingertip length. Clothing must be properly buttoned at all times.
- Sleeveless undershirts are not permitted at any time.
- Shirts with spaghetti straps are not to be worn; straps should be a least 2 fingers in width. As students mature, especially girls, please monitor the appropriateness of shirts and the necessity of undergarments.
- Pants or shorts with large holes that reveal skin are not permitted.

#### **Footwear:**

- Bare feet, slippers, flip-flops, or other shoes that pose a safety hazard are also unacceptable.

#### **Headwear:**

- Hats and other head coverings are not permitted unless part of a “special” day event.

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

### **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. The safety of your children is very important to us, so we are requesting your support on this matter.

### **EARLY SCHOOL CLOSINGS**

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

**November 23, 2016 (Wednesday)** - Thanksgiving

**December 13, 14, 15, 2016 (Tues., Wed., Thurs.)** - Parent Conferences

**December 16, 2016 (Friday)** - Professional Development Day

**December 23, 2016 (Friday)** - Christmas/Winter Break

**February 16, 2017 (Thursday)** - Professional Development Day

**March 16, 2017 (Thursday)** - Parent Conferences

**April 13, 2017 (Thursday)** - Professional Development Day

**May 26, 2017 (Friday)** - Professional Development Day

**June 9, 2017 (Friday)** - Early dismissal for Students

**June 12, 2017 (Monday)** - Early dismissal for Students

**June 13, 2017 (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 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](http://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 Messenger phone call system to call you with closing information. **If Olivet School must dismiss students at 1:00 pm or sooner due to weather conditions or an unexpected emergency, your child should know where he/she should go in case you're are not home. Please remember it may not be possible to contact all parents prior to emergency closing, even using the School Messenger call system.**

**ATTENTION PARENTS:**

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

**FIELD TRIPS**

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

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

**GRADING POLICY**

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.

**HEALTH INFORMATION**

*Health office Screening consists of:*

- Height and Weight .....Grades K - 12
- Vision .....Grades K,2,4,6,8,10
- Hearing .....Grades K,1,2,3,4,6,8,10
- Color Deficiency..Grade 1
- Blood Pressure.....Grade K - 12
- Scoliosis .....Grades 5,7,9,11  
(Grade 4 if age 10 in September of current school year)

## COMMUNICABLE DISEASE POLICY

### ***Illness, Injury and Communicable Diseases***

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

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

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

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

### ***MEDICATIONS IN SCHOOL:***

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

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

## HOMWORK GUIDELINES

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

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

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

Pittsgrove Township School District strives to provide students with the highest conditions for learning by preserving a school community where each student is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated or bullied by others in the school community, at school sponsored events, on a school bus or when such actions create a substantial disruption in or substantial interference with the orderly operation of the school.

The Pittsgrove Township School Board of Education and administration believes that educating children is a shared responsibility between the parent/guardian and the school community. Students will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics.

As per New Jersey Statute, Title 18A:37-1 through 19, the consequences for any pupil who commits acts of harassment, intimidation or bullying may range from behavioral interventions up to and including suspension or expulsion. However, the Chief School Administrator may modify a pupil's removal on a case-by-case basis. In addition, the appropriate law enforcement agency may be notified.

To ensure that the harassment, intimidation and bullying policy is understood, please read the district policy online at [www.pittsgrove.net](http://www.pittsgrove.net). To report an incident of Harassment, Intimidation and Bullying, please download a HIB reporting form from the district website and submit it to the main office or guidance office. If you have questions or concerns regarding an HIB case or the district policy, please contact:

Ms. Tiffany Duca, HIB Specialist  
Olivet School, HIB Specialist  
235 Sheep Pen Road  
Pittsgrove, NJ 08318  
856-358-2081 ext. 4690  
Tduca@pittsgrove.net

Ms. Angela Williams, District HIB Coordinator  
A.P. Schalick High School  
1078 Almond Rd.  
Pittsgrove, NJ 08318  
856-358-2054 ext. 4111  
awilliams@pittsgrove.net

## **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 Ms. Duca, Guidance Counselor. Areas addressed are: - academic, behavioral, or medical.

The Intervention and Referral Services (I&RS) for general education students is intended as a primary way in which general education teachers or specialists can assist a student who is at risk for school problems within the general education environment. I&RS programs are not intended to replace traditional methods or resources for helping students to function effectively in school. Rather, they exist primarily to focus on particular student problems using available resources within the general education environment. The term intervention is used when teachers and other school personnel study and creatively problem solve educational issues that place a student at risk for school failure. Using a team approach that also significantly involves parents, each school carefully considers the needs of students who are identified "at risk" for learning, behavior, and health problems. After careful consideration, strategies are put in place to work with the student and effectively address the issues at hand.

### **I&RS PHASES**

1. Request for Assistance
2. Information Collection
3. Parent/Guardian Notification and Participation
4. Problem Solve
5. Develop I&RS Action Plan
6. Support, Monitor and Continue the Process
7. Problem resolved or referral to CST

For more information, please contact Tino J. Monti, Principal or visit the following website at [www.state.nj.us/njded/students/irs/](http://www.state.nj.us/njded/students/irs/)

### **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 gym when they lose something belonging to them. All unclaimed items will be disposed of once a month.

### **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 on December 13, 14, 15 and March 16. 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, and special projects may prevent parents from visiting on certain days.

### **PARTIES & CELEBRATIONS**

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

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

Please **contact your child's teacher ahead of time** to schedule a visit if you plan to complete a craft or read to your child's class.

### **PERSONAL PROPERTY**

**Children are not to bring personal belongings or pets to school without permission from their teacher and parent/guardian.** Examples include portable radios, 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 or on our district website.

### **PROGRESS REPORTS**

Progress reports are written for students and are available 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. Please login to Powerschool to check your child's grades regularly.

#### **Trimester dates are as follows:**

Midpoint 1<sup>st</sup> Trimester - October 19

End of 1<sup>st</sup> Trimester - December 7

Midpoint 2<sup>nd</sup> Trimester - January 27

End of 2<sup>nd</sup> Trimester - March 15

Midpoint 3<sup>rd</sup> Trimester - May 1

End of 3<sup>rd</sup> Trimester - June 13

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 BOE policy 5123**

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

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

In reaching a decision to retain a child, the child's teachers, parents/guardian, guidance counselor, and principal will meet to review all available data and circumstances. Major consideration will be placed on what is best for each individual child.

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

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

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

### **P.T.O.**

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

### **RETURNING TO SCHOOL AFTER SCHOOL HOURS**

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

### **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. Please make sure the person that is picking your child up has valid identification with them as they may be asked to present it.** Although we realize that an early dismissal may be necessary at times, we discourage this practice. Students that are being dismissed early are missing valuable instructional time. **We ask parents to make every effort to schedule medical and dental appointments after school hours.** 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 SACC hours are 6:30 AM to 9:00 AM before school and 3:36 pm to 6:00 pm after school. Call 358-3094 ext. 4034 for more information and costs.



### **SCHOOL CONCERNS- CHAIN OF COMMUNICATION**

School-related concerns involving a student are usually resolved by the teacher or other school employee with supervisory responsibilities. To effectively and efficiently address these concerns in the best interest of the student, the following chain of communication will be applied. If the concern is not resolved, proceed to the next step in the chain of communication.

#### **Concern of Parent/Guardian of Student**

1. Parent/guardian of student communicates concern to teacher of counselor.
2. Parent/guardian communicates concern to a school administrator.
3. Administrator facilitates communication between parent/guardian, teacher, and appropriate school personnel (i.e., counselors, etc.).
4. Parent guardian communicates concern to Superintendent of Schools.
5. Parent/guardian communicates concern to the Board of Education.

## **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 3<sup>rd</sup> through 5<sup>th</sup>  
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**

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

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

## **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. Please refer to our Tardiness consequences in our Student Code of Conduct.

### **TELEPHONE CALLS FOR ABSENCES**

It is vital that you contact Olivet School when your child (ran) 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 your child's return to school, your child will be considered truant from school and will be reported as such to the State Department of Education. We will call you using our School Reach calling system for any type of absence. This is part of how our system operates. If your child will be absent for an extended period of time, it will only be necessary to call the first day of absence and indicate the number of days your child will be out. You may also send a note with a brother or sister to inform us about an extended absence.

### **TESTING PROGRAM**

MAP and PARCC 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. Students in grade 3-5 will participate in NWEA MAP testing in the fall and again in the spring. Students will be tested in Reading, Language Arts & Math. Students will also take the PARCC test again this year. The PARCC will be administered some time between March 27, 2017 & May 19, 2017. Students in Grade 4 will also take the NJASK Science test.

### **TRANSFERS**

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

### **VANDALISM**

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

### **VISITORS**

**For security and educational reasons** visitors must report to the office, sign in and receive a Visitor's Pass before going to any other part of the building. Please make sure you have valid identification with you as you may be asked to present it. 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 and all employees equal employment access and opportunity without regard to race, creed, color, national or ethnical origin, ancestry, age, marital and civil union status, unlawful consideration of sex, sexual orientation, gender (including gender identity and/or expression), pregnancy, religion or philosophical beliefs, developmental or physical disability, socioeconomic status, citizenship status, genetic information, veteran status or any personal attribute or characteristic that is protected by applicable local, state and federal laws. To fulfill this responsibility the Board will continually re-examine and monitor policies, school and classroom programs and practices as well as employment and contract practices and will identify and correct inequities in either area of responsibility. The Board shall maintain both instructional and work environments that are free from harassment of any kind.

Pittsgrove Township School District's Affirmative Action Officer is in accordance with N.J.A.C. 6A: 7-1.6, 1.7 & 1.8 will oversee the compliance with the Board Affirmative Action Policies, and will receive all complaints protecting the rights of the person making the complaint and the alleged harasser. The district's Comprehensive Equity Plan, grievance procedures and annual reports are located in the Central Office at 1076 Almond Road.

The district Affirmative Action Officer is:

Ms. Angela Williams  
718 Centerton Road  
Pittsgrove, NJ 08318  
[856-358-2054 ext. 4111](tel:856-358-2054)  
[awilliams@pittsgrove.net](mailto:awilliams@pittsgrove.net)