

M. Joan Pearson Elementary School

"HOME OF THE DELANCO DRAGONS"



Student Handbook 2016 - 2017

**Louis A. Conti, Principal
Denise Cotten, Secretary**

1301 Burlington Avenue
Delanco, NJ 08075

Phone Number (856) 461 - 1976
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A Message from the Principal

Dear Students and Parents,

Welcome to the 2016 - 17 school year. I am happy to be returning another year as principal! As we move into a new school year, it is important to remember that Pearson students will pledge to **Persevere, Encourage, Achieve, Respect, Strive, Overcome, and Never Give Up!** Each month a character trait will be emphasized and Students will be selected by their teachers as students of the month who exemplify these important character traits. The Students of the Month will be invited to a public Board of Education meeting where they will be honored by their Principal and the Board of Education Members. Our character trait theme this year will focus around "M. Joan Pearson Goes for the Gold in Character Education."

This handbook has been designed for families to have a quick and easy guide that reviews the basic rules and procedures at Pearson which will help students make the most out of their educational experience. Please take some time to review the contents of this handbook as it contains information regarding dates, times, procedures, and policies.

Please do not hesitate to contact the school if you have any questions. Communication is an essential part of your child's success in school. We are looking forward to an exciting, successful year for you and your child.

Sincerely,

Lou Conti

Lou Conti

Principal, M. Joan Pearson Elementary School

This parent/ student handbook has been arranged as a reference source to ensure uniformity in the operation of the school.

Parents with Questions

There may be occasions when parents have questions about their children's educational programs or other school - related matters. This course of action should be followed:

1. Discuss the question with the teacher involved. If there are still questions, then:
2. Make an appointment to discuss the question with the principal. If there are still questions, then:
3. Ask to see the superintendent of schools. If there are still questions, then:
4. Present them to the Board of Education during a public meeting. Board meetings are held on the second Wednesday of each month in the cafeteria at Pearson School at 7:30 p.m.

School Hours

Full Day - 8:20 a.m. - 2:59 p.m.

Early Dismissal - 8:20 a.m. - 12:49 p.m.

Doors open at 8:15 a.m. and students should report directly to their classroom.

Important: There is no supervision provided before 8:15 am. Children are dismissed promptly at 2:59 pm. Children are not permitted to go to the playground at dismissal without a parent/guardian.

Inclement Weather School Closing Information

In the event of a severe storm or other emergency, which would force the closing of school, special announcements will be made over the local radio and TV stations. The school will notify Philadelphia Emergency Headquarters and the information will be sent to all Philadelphia broadcasters. In addition, you will also receive a global call/text/email from the BOE Office with specific updates regarding a delayed opening or emergency closing.

Student Attendance Regulations

NJ revised Statutes require all children between the ages of six and sixteen to attend school all the days and hours that school is in session. Absences from school disrupt the instructional process, thereby jeopardizing a student's chances for success.

If an absence is for five (5) consecutive days or more, a note of explanation from the child's doctor stating that the child is fully recovered and capable of participating in the school program must be brought to the main office.

Early dismissal is permitted only in the event of an emergency. The child must present a note to the office stating the reason (Board Policies 5200 & 5210). We encourage all parents to schedule doctor and dental appointments at a time other than the regular school hours.

An accumulation of unexcused absences will be dealt with according to NJ State Statutes regarding truancy. (Board Policy 5230) Prolonged or repeated absences, excused or unexcused from school or from class, deprive the pupil of the classroom experience deemed essential to learning and may result in retention at grade level. A warning notice shall be given to any student that has excessive absences.

Please note, the principal has the right to send parents/guardians to court for excessive absences. In addition, the principal may also exercise the right to contact DCP&P (Child Protection and Permanency) to cite educational negligence should there be repeated unexcused absences and latenesses.

We encourage you to plan vacations to coincide with school holidays. Thank you for your support and cooperation in this area.

Lateness

Excessive lateness interferes with the continuity of the instructional program and is disruptive to students. It is essential that all students be in their classrooms at 8:20 a.m. each day. Any student that arrives to school after 8:20 a.m. is considered late. **All late students must report to the late desk located outside of the Main Office. If a student is late after 8:20 a.m, he/she must be accompanied by a Parent or Guardian who must sign the child in at the late desk. If lateness becomes a concern, a meeting will be scheduled with the building principal.**

Procedures for dropping off things to school:

Any item that needs to be dropped off to a student should be done so as early as possible during the day. Any late lunches, lunch money, instruments, homework assignment or anything else should be dropped off to the late desk located outside of the main office. An aide or volunteer will take care of the item.

Procedures for School Absences

We expect students to be in school, except in the event of illness. When children will be absent, the parent is to call the school at (856) 461-1976 and press #1 to report the absence. Identify yourself, state the name of the child, and the child's teacher, and give the reason for the absence. These calls should be made either the evening before the absence or before 8:45 a.m. on the morning of the absence.

When the child returns to school, it shall be his/her responsibility to make up any missed assignments. If a child is expected to be absent several days, please give the teacher at least a one day notice so that work can be prepared to be sent home.

Communicable Diseases

The school nurse should be notified if a child contracts measles, chicken pox, German measles, mumps, scarlet fever, whooping cough, head lice, or conjunctivitis (pink eye).

Medication Policy

The dispensing of medication in school is discouraged except when the student's health may be jeopardized without it. The following rules must apply: (Board Policy 5330)

1. Any medication, prescribed or over the counter, must be accompanied by a doctor's note with dosage.
2. The medicine must be in the original container.
3. If it is a prescription, the container must include:
 - The patient's name**
 - The name of the medication**
 - Dosage**
 - Time to be administered**
4. If any of the above conditions cannot be met, the medicine will not be administered.
5. All parental notes and related records will be maintained by the nurse or the principal.
6. No student is to carry any medication in school or have any medication on school property, such as aspirin, cough drops, etc., with the exception of life threatening illnesses when self-medication has been approved.

Injury or Illness at School

If a pupil becomes ill or sustains an injury after his or her arrival at school, he/she should report to the school nurse. Under no circumstances is a student to leave the classroom or school premises without proper permission. Parents will be informed by the school nurse whether outside medical attention is needed.

Health Services

As part of our health services to our pupils, the district provides vision, auditory, and scoliosis screening. Any questions that parents may have regarding our health services should be directed to our school nurses, Mrs. Smith or Mrs. Rafanello, or to the building principal (Board Policy 5310).

School Telephone

One of our goals is teaching students responsibility. Please encourage your children to come to school prepared for their daily activities and routines. Also, encourage your children to remember their homework.

Students will not be permitted to use the office phone to call home for items they have forgotten, including homework.

Kindergarten Registration

Kindergarten registration is held in the spring. Children must be five years old on or before October 1st to be eligible for registration.

New Jersey Law requires that children be immunized completely in order to attend school. Upon registering their child, parents need to present records of exact dates of shots and boosters for DPT, Polio, Hepatitis B, Measles, Mumps, Rubella and Varicella (Chicken Pox) as well as a birth certificate and physical examination.

Emergency Drills

By law, schools are required to conduct two emergency drills a month. One drill is fire drill and the second is a security drill. We practice the following security drills two times a year: active shooter, lockdown, bomb threat, evacuation (non-fire) as well as a fire drill each month. In addition, we will also practice a Cardiac Drill, incorporating the use of an AED with the staff. Pupils must maintain quiet during all drills. Please stress the importance of these drills with your child.

School Lunch

Lunch menus will be issued each month. Students may buy their lunch in the lunchroom or they may bring bagged lunches from home. All pupils must eat their lunch in the lunchroom. No one is permitted to leave the school grounds during the lunch period. Should lunch money or lunch be forgotten, students may charge their lunch two times. Payment must be received in cash before additional charges are added. Snacks will be available on a daily basis. However, only those students buying/ bringing a lunch will be allowed to purchase them. The lunch price is \$3.00; milk alone is \$.55.

Grade Reports

Report cards will be issued four times a year, approximately every nine weeks. We use a numerical system in reporting most grades. Students are also marked “O” for outstanding, “S” for satisfactory, “N” for needs improvement and “U” for unsatisfactory, where applicable.

Grading Scale (Board Policy 2624)

A	93 - 100	C	75 - 84	F	0 - 68
B	85 - 92	D	69 - 74		

Honor Roll

To achieve honor roll status, pupils in grades four and five must attain A's, B's, O's, or S's in all subject areas.

Academic Honesty Policy

All students need to be responsible for completing their own assignments in order to learn the material which is being taught. Copying of homework, cheating on tests, and plagiarizing reports will not be tolerated. Teachers may give a warning the first time a student is caught, but the penalty for cheating will be a zero on the assignment and disciplinary consequences determined by the building principal.

Child Study Team

Per District Policy 2460, The Child Study Team will coordinate services for students with special needs. The Child Study Team Case Manager for Delanco is Joan Brown – jbrown@delanco.com
The Child Study Team Director is Patricia Swenson – pswenson@riverside.k12.nj.us

Intervention & Referral Services (I&RS)

The Intervention & Referral Services (I&RS) is a school-based group selected to assist staff members with intervention strategies for meeting the learning needs and interest of our students experiencing some difficulties. The committee seeks creative ways to maximize the use of available school/ district resources and offers staff members a means of drawing on these resources. Because students learn in different ways, I&RS offers teachers the opportunity to explore the resources and services to benefit their students.

Student Enrichment Program (S.T.E.P.P. –Striving to Enhance Potential Program)

The program is a pull out program for students in grades 3 – 5 and eligibility is based on a variety of criteria. Any questions you may have regarding S.T.E.P.P. can be directed to the principal.

Basic Skills Program

This program provides remedial instruction to students in grades K – 5 who need additional academic support. It is a state - mandated program funded by Title I monies. Parents are notified if their child is in need of these services.

Standardized Testing

State and Federal regulations require that school districts administer standardized tests to students. In the spring, students in Grades 3 – 8 take the PARCC (Partnership for Assessment of Readiness for College and Careers) in English Language Arts and Mathematics. Also in the spring, students in Grades 4 and 8 take the Science portion of the NJ ASK (New Jersey Assessment of Skills and Knowledge).

Computer Usage

Internet access is available to students and teachers. Our goal in providing this service is to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. Students are responsible for good behavior on the school computer networks, just as they are in a classroom, or school hallway. Access is a privilege, not a right. Inappropriate use will result in disciplinary

action. Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.

Cell Phones and Other Electronic Devices (iPods, iTouch, MP3 players, electronic games, etc.)

Cell phones must be turned off between 8:15 a.m. and 3:00 p.m. Any students caught using a cell phone or any other electronic device will have it taken away and receive a consequence.

After School Pupil Arrangements

Please be reminded that students are dismissed at 3:00 p.m. and should be picked up promptly.

Parents should see that children come directly home from school before going elsewhere, unless previous arrangements have been made between the parent and the child. The office must be notified of any special arrangements in the case of a bus student. There is to be no loitering on school property.

Teachers will notify parents of bus students, a day in advance, of any after school tutoring or detentions, or seek same day permission by phone. If a child regularly attends an after school activity, i.e. music lessons, CCD, karate, dance lessons, etc., parents should inform the homeroom teacher by note at the beginning of the school year.

Crossing Guards and Safety Patrol

Crossing guards are provided by the township for those children who must cross Burlington Avenue, Coopertown Road or Willow Street. All children who cross these streets to get to the school must do so at these intersections and under the direction of the crossing guard.

A school safety patrol, made up of students and directed by a teacher, is on duty daily while school is in session. Since this is a student organization, it needs the full support of all parents if it is to effectively safeguard children (Board Policy 5860).

Parents are requested to encourage their children to obey the Safety Patrol and to cooperate with them fully.

Bikes, Scooters, Skateboards

Students may only ride bikes to school and must wear helmets. Students are not permitted to ride skateboards and scooters to or from school. **Only fourth and fifth graders may ride bicycles to school**, provided they are not a bus student. Students who wish to ride their bikes to school must return a bicycle permission form signed by a parent to the office.

NJ STATE LAW REQUIRES CHILDREN 14 AND UNDER TO WEAR BICYCLE HELMETS WHEN RIDING. THEREFORE, ANY STUDENT RIDING A BIKE TO SCHOOL MUST WEAR A HELMET.

Bicycle riding privileges may be revoked by the principal for failure to follow these safety rules;

1. Helmet must be worn.
2. One student on a bike at a time;
3. Bikes are to be walked on school property;
4. If there are no sidewalks, keep to the right of the street.

Safety To and From School

The safety of children is the concern of both the home and the school. Children should follow these rules:

1. Walk on the sidewalks. No running.
2. Cross streets at intersections only, and where cross walks are painted, use them.
3. Obey crossing guards.
4. Do not accept rides from strangers.
5. Go directly home from school unless parents have made other arrangements.

Care of Books

Each student is responsible for his/her textbooks and will be required to reimburse the school for damage beyond the normal wear or for loss of books. (Board Policy 5513). Book covers must be kept on books at all times. Any payments for fines must be paid in cash according to school policy. Failure to settle any school debts will result in the withholding of the child's report card and/or diploma.

Lost and Found

A lost and found box for clothing is located in the cafeteria. Items found on school property are placed there. The box is emptied periodically as the number of unclaimed articles accumulates. Lost items such as watches, money, jewelry, are kept in the office and may be claimed there. Placing students' names on items is helpful in preventing losses. Items that are very expensive, or cannot be replaced, should not be brought to school.

Fines

It is the administrative policy of the school to withhold all records (report cards, diplomas, etc.) until all books are returned at the end of the school year and/or all debts to the school are paid. (Board Policy 5513)

Parent Liability for Damages

The parents or guardians of any minor who shall damage any public or nonpublic school property shall be liable for the amount of damages to be collected by the Board of Education of the district or the owner of the premise in any court of competent jurisdiction, together with the costs of suit (Reference: N.J.S.A. 18A:37-3).

Parent Teacher Organization

The Delanco Parent Teacher organization meets on the second Monday of the month throughout the school year. All parents are encouraged to join and support the group, which serves our students in a variety of ways. The PTO provides funding for school assemblies and trips, and furnishes the school with many supplies that might not otherwise be available.

Dress Code

Pupils at the elementary level need guidance in good grooming and dress. Styles of clothing, attire, and accessories deemed inappropriate, unsafe, or distracting within an educational setting will not be permitted. We ask that parents cooperate in dressing the boys and girls in “good taste” and to follow the guidelines listed below. In making the determination of appropriate school attire, the administration has considered three important areas of **modesty, cleanliness and safety**. Examples of inappropriate school attire include, but are not limited to the following:

- Clothing with crude meaning or phrases or imprinted with drawings or slogans which appear to promote or condone the use of alcohol, tobacco, drugs, or display profanity or sexual references. Any gang related articles of clothing.
- Shirts, blouses, dresses, etc. that display underwear, bare back, or midriffs, or that have “cut out” sections or off the shoulder t-shirts.
- Ripped or torn clothing.
- Inappropriately short shorts, dresses, or skirts.
- Tube tops, halter tops, thin strapped or strapless tops, tank tops.
- Excessively tight or short clothing and excessively baggy clothing.
- Underwear worn as outerwear or baggy pants exposing underwear.
- Hats, bandanas, headscarves, or sunglasses.
- Outdoor jackets are not to be worn in the school building.
- Chain, link, or metal belts.
- Pajamas, slippers, or lounging pants
- Flip flops/ slides, sneakers with roller skate wheels inserted (Heelies)

Submission of Pupils to Authority

Pupils in the public schools shall comply with the rules established in pursuance of law for the government of such schools, pursue the prescribed course of study and submit to the authority of the teachers and others in authority over them (Reference: N.J.S.A. 18A: 37-1).

Authority of School Officials

When a child is in trouble and disrupting the educational process, the parent is the person with the least authority. Only while the parent is in control of the child, and society does not have an overriding governmental interest, is the parent’s authority superior. In the administration of a school, the parent must yield to the needs of the institution. When the child violates the rules of the institution, the investigation and imposition of sanctions is not subject to parental veto. School officials’ source of authority is the constitutional mandate to educate the child, which carries with it the implied power to do all reasonable things to maintain safety, order and discipline in school. This authority, known as constitutional empowerment, is the authority set forth in *New Jersey v. T.L.O.* (1985) 105 S Ct 733 and *Veronia v. Acton* (1995) S Ct 2386 and does not depend on parental cooperation and overrides parental fiat.

School Behavior/ General Discipline

The expectations of students in our schools are based upon the pillars of good character. We expect our students to be respectful of all people and property, to take responsibility for their choices and to exhibit

honesty and integrity. These pillars will assist us in fostering the growth of healthy, confident young citizens.

Learning thrives in an atmosphere of mutual respect. As a member of our school community, students are expected to conduct themselves as responsible individuals. Good behavior is recognized and rewarded in our schools. In the classroom, students should be respectful of other students and staff.

Good behavior goes beyond the classroom. In the halls and other public areas, students are expected to be orderly and courteous. Also, these expectations apply both to and from school, during school hours, and in all activities and programs supervised by the school, including field trips and social activities.

Occasionally, students may violate classroom rules or school regulations. When this occurs, the teacher or administrator has the right, responsibility, and authority to inform and/ or discipline the offender. Depending upon the seriousness of the infraction, the staff member may use one or more of the options below:

- Warning
- Time Out/ Written Reflection
- Conference with student
- Parent Phone Contact or Conference
- Referral to Guidance Counselor
- Lunch/ Recess Detention
- After School Detention
- *In School Suspension
- *Out of School Suspension

*Applied only in severe incidents or after an accumulation of incidents. Examples of severe incidents include:

- Fighting (intent to harm or resulting in injury)
- Truancy
- Abusive/ Harassing Language or Behavior
- Continual Disruptive Behavior
- Continual Lunchtime Misbehavior
- Possession, use or sale of a controlled, dangerous substance
- Leaving school grounds without permission
- Extreme disrespect toward school staff
- Stealing
- Possession or use of unsafe or inappropriate articles
- Vandalism

Harassment, Intimidation and Bullying (HIB)

The Board of Education prohibits acts of harassment, intimidation, or bullying. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment; since pupils learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.

A copy of Delanco Schools Board Policy 5512.01, Harassment, Intimidation, and Bullying is published on the school's web site.

Miss Donnelly is our district's Anti-Bullying Specialist. She chairs our School Safety Team, leads investigations of reported HIB incidents and acts as the primary school official responsible for preventing, identifying, and addressing incidents of HIB in school. Furthermore, we the School Safety Team works to develop, foster, and maintain a positive school climate. All of our teachers and staff members have been trained in preventing HIB.

Affirmative Action Assurance

The Delanco Public Schools, in accordance with Title IX of the Educational Amendments of 1972 and the New Jersey Administrative Code 6:4 and U.S. Section 504 Rehabilitation Act of 1973, guarantees each student equal education opportunity regardless of race, physical or mental impairment, color, creed, religion, sex, ancestry, national origin, or social or economic status (Board Policies 1510, 1530, & 1550). In addition, all persons shall have equal access to all categories of employment in the public education system of New Jersey. If you have any questions or concerns, please contact the Superintendent, who is also the Affirmative Action Officer.

Behavior Outside of School

School officials' authority to discipline clearly extends to field trips, and to school-sponsored activities both on and off-site. School officials do not generally have authority over, or responsibility for, student misbehavior off school grounds when not attending school-sponsored events or after hours. However, under N.J.S. 18A:25-2, they do have the authority to impose school-based punishments (e.g. detention, suspension, or expulsion) for such conduct when they find it to be detrimental to the safety of students and staff, discipline or property. Board of Education of Palmyra v. Hansen, 56 N.J. Super. 567, 153 A. 2d 393 (1959); R.R. v. Board of Education of Shore Regional High School District. 109 N.J. Super. 337, 263 A.2d 180 (1970); F.G. v. Hamilton Township Board of Education. 1982 S.L.D. 382. Student Codes of Conduct: A Guide to Policy Review and Code Development; New Jersey State Department of Education; PTM 1370.00; Fall 1995.

LUNCHROOM AND PLAYGROUND RULES
M.JOAN PEARSON SCHOOL
2016-2017

1. Please treat ALL STAFF with respect and call them by their names.
2. Please stay seated while at your lunch table and raise your hand if you need something.
3. Only use inside voices when in the lunchroom.
4. No throwing food or other objects in the lunchroom.
5. Always walk in the lunchroom and hallways.
6. Clean up after yourself and pick up any trash that has fallen on the floor...cleanliness is EVERYONE'S responsibility and a team effort!
7. Make sure the table has been wiped before going outside.
8. No bouncing balls in the lunchroom.
9. Keep your hands and feet to yourself.
10. No name calling, using bad language, or bullying
11. Remember "safety" while on the equipment and no rough playing.
12. Sneakers must be worn by all children when playing on the equipment.
13. Soccer and kickball are not contact sports. Any student or students not following the rules may be prohibited from participating in the games.
14. Stop when the whistle blows at the end of recess and walk to your line.