

LAFAYETTE-PERSHING SCHOOL



2018-2019 STUDENT HANDBOOK

LAFAYETTE-PERSHING SCHOOL

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September 2018

Dear Parents and Guardians,

We hope everyone enjoyed their summer! **September 6th is almost here!**

Every year we take the opportunity to reflect on the previous school year and make improvements for our incoming students. Over the past couple of years, we have implemented two initiatives and they are now permanent fixtures in our school.

We employed a Tiered Character Education Program that focused on our Student's Social and Emotional Development. We want all of the students to strive to be good citizens and to be proud of their efforts. These are extremely important skills to learn at the Lafayette-Pershing School, as they can impact the students and their education for years to come. Please be mindful that **good attendance** and **getting to school on time** will help them earn points and will affect their total score for the month. Only when students are present do they have an opportunity to earn points for that day! Additionally, we adopted a Standards Based Report Card to assess our students. This standard base report provides an opportunity to identify our students' strengths and weaknesses. We will continue these programs as we continue to **promise every student a future!**

Save the Dates

Back to School Night- Tuesday, September 4th at 6pm

First Day of School-Thursday, September 6th
AM Pre-Kindergarten-class begins at 8:15am
PM Pre-Kindergarten-class begins at 12:15pm
Kindergarten-class begins at 8:30am

Please take the time to review our student handbook with your student. You can access it on our district webpage, www. <http://pgcpschools.org/pgcp/>. Click on Lafayette-Pershing School and look under quick links. Please stop by the main office if you would like a paper copy. Please sign the acknowledgement and return it to your classroom teacher by Friday, September 14th.

I look forward to meeting and working together as we prepare our students for the 21st century and college and career readiness!

Yours in Education,

Dr. Christopher S. Meyrick, Principal

Septiembre 2018

Estimados padres y guardianes,

¡Esperamos que todos hayan disfrutado de su verano! **¡El 6 de septiembre está casi aquí!** Cada año aprovechamos la oportunidad para reflexionar sobre el año escolar anterior y hacer mejoras para nuestros estudiantes. En los últimos años, hemos implementado dos iniciativas y ahora son elementos permanentes en nuestra escuela.

Hemos empleado un programa de Educación del Carácter en Niveles centrado en el desarrollo Social y Emocional de nuestros alumnos. Queremos que todos los estudiantes se esfuercen para ser buenos ciudadanos y sean orgullosos de sus esfuerzos. Estas son habilidades muy importantes para aprender en la escuela Lafayette-Pershing, ya que pueden afectar a los estudiantes y su educación en años por venir. Por favor sea consciente que **buena asistencia** y **llegar a la escuela el tiempo** les ayudará ganar puntos y afectará su puntuación total para el mes. ¡Sólo cuando los estudiantes están presentes tienen la oportunidad de ganar puntos para ese día! Además, hemos adoptado Reporte de Calificaciones basado en Estándares para evaluar a nuestros alumnos. Este reporte base proporciona una oportunidad para identificar las fortalezas y debilidades de nuestros estudiantes. ¡Vamos a continuar estos programas para seguir **prometiéndolo un futuro a cada estudiante!**

Reserve estas Fechas

Noche de Regreso a la Escuela- martes, 4 de septiembre a las 6pm

Primer día de clases - jueves, 6 de septiembre

Todas las clases de AM Pre-K-clases comienzan a las 8:15am

PM Pre-K- clases comienzan a las 12:15pm

Kindergarten- clases comienzan a las 8:30am

Por favor tome el tiempo para revisar nuestro manual del estudiante con su estudiante. Se puede acceder en nuestra página de web del distrito, [www. http://pgcpschools.org/pgcp/](http://pgcpschools.org/pgcp/). Haga clic en la escuela Lafayette-Pershing y busque en enlaces. Favor de pasar por la oficina principal si desea una copia en papel. Por favor firme el reconocimiento y devuélvala a su maestro en o antes del viernes, 14 de septiembre de 2017.

¡Espero conocerlos y trabajar juntos mientras preparamos a nuestros estudiantes para el siglo XXI y preparación del colegio y de carrera!

Suyo en Educación,
Dr. Christopher S. Meyrick, Principal

PENNS GROVE-CARNEYS POINT REGIONAL SCHOOL DISTRICT

STUDENT HANDBOOK
ELEMENTARY AND SECONDARY EDUCATION ACT
STUDENT CODES OF CONDUCT AND
USE OF DRUGS AND ACTS OF VIOLENCE NOTIFICATION

Dear Parents/Guardians and Students:

We have prepared the Lafayette-Pershing School Parent/Student Handbook to provide parents/guardians and students with a clear understanding of school policies and expectations. Parents/guardians and students are asked to review the student handbook and district policy manual. Please sign the statement at the bottom of the page indicating that you have read the handbook and understand your responsibilities.

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

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

Parent/Guardian Agreement: Please check the following statement:

I give permission as to the above policies and procedures as outlined in the Lafayette-Pershing School Handbook.

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

Student Name; _____

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

PLEASE RETURN TO YOUR CHILD’S TEACHER BY FRIDAY, SEPTEMBER 14, 2018.

DISTRITO ESCOLAR REGIONAL DE PENNS GROVE-CARNEYS POINT

MANUAL DEL ESTUDIANTE

ACTA DE EDUCACION DE LA ESCUELA ELEMENTAL Y SECUNDARIA CODIGOS DE CONDUCTA Y USO DE DROGAS Y ACTOS DE VIOLENCIA

Hoja de Consentimiento de la escuela Lafayette-Pershing

Estimados Padres/Guardianes y Estudiantes:

Hemos preparado el manual de padres y estudiantes escuela Lafayette-Pershing para proveer a los padres y estudiantes con una comprensión clara de las políticas escolares y las expectativas. Los padres o tutores y los estudiantes deben revisar las normas y procedimientos descritos a continuación. Por favor, firme la declaración en la parte inferior de la página que indica que usted ha leído el manual y comprende sus responsabilidades.

Gracias por su cooperación en esta materia. ¡Esperamos tener un año productivo!

- Concedo el permiso para la imagen de la foto y el nombre de mi hijo que se publicará en la escuela o sitio de internet público del distrito, así como, los periódicos locales. Conforme a ley, la escuela no dará a conocer cualquier información personal identificable sin el consentimiento previo.
- Entiendo que la Junta de educación prohíbe actos de acoso, intimidación o acoso escolar de los estudiantes, empleados, visitantes y voluntarios. La especialista en HIB del distrito y del edificio es la Sra. Charlyn Martin, 856-299-3230 x 5150; cmartin@pennsgrove.k12.nj.us. Las políticas específicas y procedimientos están en el sitio web del distrito; www.pgcpschools.org.
- Entiendo que si no tengo acceso a una computadora, puedo solicitar una copia impresa del manual del estudiante llamando a la oficina de la escuela en 856-299-3230.

Acuerdo del padre o tutor: Por favor revise la siguiente declaración:

___ Doy permiso en cuanto a las políticas y procedimientos descritos en el manual de escuela Lafayette-Pershing.

He leído el manual de padres y estudiantes de la Escuela Lafayette - Pershing y ayudare a mi hijo a entender y seguir las instrucciones indicadas.

Nombre del Estudiante: _____

Firma del Padre/Guardián: _____

Fecha: _____

Firma del Padre/Guardián: _____

Fecha: _____

**POR FAVOR DEVUELVA AL MAESTRO DE SU HIJO EN O ANTES DE VIERNES, 14
DE SEPTIEMBRE DE 2018.**

**LAFAYETTE-PERSHING SCHOOL
TITLE I PARENT/TEACHER AGREEMENT
2018-2019**

The Penns Grove-Carneys Point Regional School District envisions the highest level of success for every individual. As such, the district makes the commitment to motivate, to challenge, and to inspire our students to do their very best. To accomplish this, parents, teachers, and students need to work together. We ask that you promise to do this by completing and signing the part of the agreement that refers to you.

PARENT/GUARDIAN RESPONSIBILITIES:

I will do my personal best to:

- Provide support for my child's homework.
- Attend parent/teacher conferences, when needed or requested, for each of my children.
- Attend as many school functions/programs as possible.
- Provide my child with a nutritional breakfast each morning.
- Help my child maintain good attendance.
- Teach my child respect for the rules of the classroom and school.
- Provide my child with a sufficient night's sleep.
- Inquire about my child's progress on a regular basis.

Parent/Guardian's Signature _____ Date _____

TEACHER RESPONSIBILITIES:

I will do my personal best to:

- Provide a safe and caring learning environment.
- Follow the curriculum designed for your child in meeting state standards.
- Take into account individual strengths in children.
- Help your child follow the school and classroom rules.
- Keep you informed of your child's progress on a regular basis, including annual student achievement results.
- Schedule parent/teacher conferences.
- Attend school functions.
- Help you with how you can help your child.
- Notify you about the school's improvement status and any supplemental educational services (SES) and/or choice options.

Teacher's Signature _____ Date _____

THANK YOU FOR YOUR COMMITMENT TO OUR PARTNERSHIP

ADG/PTS2

**LAFAYETTE-PERSHING SCHOOL
CONTRATO TITULO i DE PADRE/MAESTRO
2018-2019**

El Distrito Regional de Penns Grove-Carneys Point desea el mas alto nivel de éxito para cada individuo. Como tal, el distrito se compromete a motivar, retar, e inspirar nuestros estudiantes a aspirar lo mejor. Para lograr esto, padres, maestros y estudiantes deben trabajar unidos. Le exhortamos a que se una a este logro firmando este contrato.

RESPONSABILIDADES DEL PADRE/ENCARGADO:

Yo haré personalmente lo mejor para:

- Proveer apoyo en las tareas de mi niño.
- Asistir a las conferencias de padres/maestros cuando sean necesarias y hayan sido sugeridas para cada uno de mis niños.
- Asistir a las funciones y programas escolares lo mas posible.
- Ayudar mi niño a mantener buen asistencia.
- Enseñar mi niño a obedecer las reglas del salón y de la escuela.
- Asegurarme que mi niño se acuesta temprano a descansar.
- Preguntar del progreso de mi niño regularmente.

Firma el padre/encargado _____

Fecha _____

RESPONSABILIDAD DEL MAESTRO/A:

Yo haré personalmente lo mejor para:

- Proveer un ambiente seguro y responsable para el aprendizaje de su niño.
- Use el currículo diseñado para su niño siguiendo las destrezas del estado.
- Desarrollar las destrezas en su niño.
- Ayudar su niño a obedecer las reglas escolares y del salón.
- Manténgase informado del progreso escolar de su niño, incluyendo los resultados del aprovechamiento académico anual.
- Arreglar conferencias de padres/maestros y tomar en cuenta el horario de los padres.
- Participar en las funciones escolares.
- Asistirle en como puede ayudar a su niño en su hogar.
- Notificársele del estatus de aprovechamiento de la escuela y de los servicios suplementales de educación y otras selecciones educacionales.

Firma de maestro/a _____

Fecha _____

GRACIAS POR SU DEDICACION A NUESTRA ENCOMIENDA.

ADG/PTS2S

PGCPRSD BOARD OF EDUCATION

Vicki Smith, President
Fred Tomarchio, Vice President
John Ashcraft
Jeannette Harbeson
Stephan Jones
Ginger Sackes
Irene Scarpaci
Marcia Smith
Teresa Walker
Mark Toscano, Board Solicitor

The School Board meets every 1st Monday of each month for a working meeting and 3rd Monday of each month for an action meeting at 7 p.m. at the District Office.

DAILY SCHEDULE

REGULAR DAY TIMES FOR STUDENTS

| | | |
|-------|------------|--------------|
| Pre-K | AM Session | 8:15 - 10:45 |
| | PM Session | 12:15 - 2:45 |
| K | | 8:30 - 2:45 |

EARLY DISMISSAL TIMES FOR STUDENTS:

| | | |
|-------|------------|---------------|
| Pre-K | AM Session | 8:15 - 10:45 |
| | PM Session | 10:00 - 12:30 |
| K | | 8:30 - 1:00 |

**PENNS GROVE-CARNEYS POINT REGIONAL SCHOOL DISTRICT
WEBSITE**

<http://pgcpschools.org/>

LAFAYETTE-PERSHING SCHOOL

856-299-3230

| Chris Meyrick, Principal | | | 5016 | | |
|----------------------------------|-------------------------------------|-----------|----------------------|--|---------------|
| Leslie Wright, 12-Mon. Secretary | | | 5011 | | |
| Daphne Ortiz, 10-Mon. Secretary | | | 5010 | | |
| EXT. | PRE K STAFF | VOICEMAIL | EXT. | K STAFF | VOICEMAIL |
| 5129 | Debra Ahl | 6672 | 5112 | Norma Alestock Horace Kinlaw | 6680 |
| 5100 | Nikki Cooper | 6673 | 5116 | Sheri Ayares David Denelsbeck | 6681 |
| 5105 | Kelsey Crehan Michelle Wheatley | 6676 | 5117 | Meredith Cawley Adell Hill | 6687 |
| 5101 | Tabatha Ford Shelley Jackson | 6674 | 5109 | Dawn DiPietro Lexa Tatulli | 6682 |
| 5102 | Melissa Lane Edda Alvira | 6675 | 5111 | Kelly Anne Hayden Chris McManus | 6683 |
| 5125 | Amanda Tanyer Deborah Richardson | 6677 | 5110 | Lynn Makransky Sarah Anderson | 6684 |
| 5103 | Jennifer Tomarchio Joseph Motley | 6678 | 5107 | Drew McFarland Maribel Sigero | 6685 |
| 5127 | Meg Willard Becky Boucher | 6679 | 5115 | Wendy Mesogianes Amy Tighe | 6686 |
| | | | 5114 | Nicole Stafford Victoria Yeich | 6688 |
| 5015 | CAFETERIA | 5015 | 5104 | Melissa Szatkowski | 6689 |
| | Betty Hogate Shirley Strang | | 5113 | Beatrice Vitanza Margarita Bermudez | 6690 |
| | | | | | |
| | | | 5121 | 21 st Century | Exploratorium |
| | | | | | |
| | AIDES | | 5108 | Denise Buff ART | 6601 |
| | Deborah Blackston | | 5108 | Angelo Cerminara MUSIC | 6603 |
| | Donna Carfagno | | 5131 | Mike Murphy STREAM | 5021 |
| | Charles Cleary | | 5019 | Jennifer Warren | 5019 |
| | | | 5143 (O) 5141 (G) | Bonnie Guerrieri PE | 6693 |
| | | | 5021 | Chelsea Costello SPEECH | 5021 |
| 5120 | Nancy Strickland | Custodian | 5150 | Charlyn Martin GUIDANCE | 5150 |
| | Anthony Lewin | Night | 5012 | Karin Wang NURSE | 5012 |
| | Juan Carlos Santiago | Night | | | |

GENERAL COMMENTS

Our school policy is to establish and enforce meaningful rules, which focus on safety and respect for people and property. The following is a list of general school rules to be observed at all times.

1. Keep hands, feet, and objects to yourself.
2. Use only kind words to each other.
3. Follow directions.
4. Stay in assigned areas.
5. Walk and talk quietly in the building.
6. Dress Code is to be complied with at all times.

Questions or comments concerning these rules are welcomed. Please contact me if you wish to discuss these procedures. Parents are invited to visit a student's classroom after contacting the teacher and principal for a scheduled time. Visits are also prearranged during American Education Week. Please stop at the office to register and obtain a visitor pass.

In order to enter the building, you must ring the buzzer to the right hand of the front door, cell phones must be turned off and a secretary will buzz you in. **Please stop at the office to register and obtain a visitor pass.** Parents are not permitted to go to any classroom without the principal's permission. **Visitor Parking is permitted in the designated parking spaces during school hours.**

ADDRESS CHANGE/STUDENTS TRANSFERRING

It is important that parents keep the office informed of any change of address or telephone number. Please contact the office for necessary paperwork. Before a student transfers to another school from Lafayette-Pershing School, a parent or guardian must notify the office 24 hours before a transfer may take place in order to prepare transfer forms. Information needed at this time: address where student will be residing and the name and address of the school the student will be attending.

ATTENDANCE AND LATENESS POLICY

The Penns Grove-Carneys Point Board of Education provides a quality program for the education of children. In order to benefit from what our schools offer, it is important that children attend school regularly. When a student is unable to attend school, a parent or guardian must call the school at **299-3230, ext. 1 before 9 a.m.** and state the reason for absence.

A note **must** be sent in with the student upon returning to school stating the reason for absence, even if you have previously called the school. **A doctor's note is required if a student is absent for three consecutive days.** Those students who come to school after 11:30 a.m. will be counted absent from school for that day. A letter of attendance (five day legal notice) will be sent to every parent/guardian whose child has five (5) or more unexcused absences. This letter does not include suspension days. However, it must be noted that out-of-school suspensions and **vacations** are **not** excused absences.

Excused absences are:

- A. A doctor or dental appointment with a doctor's note.
- B. A doctor's note for illness or counseling services.
- C. Religious exemption.
- D. Court appearance with documentation.

The above excused absences **will** count against your child's perfect attendance.

All doctor notes, counseling and court appearance documentation must be turned in upon student's return to school. A student sent home by the nurse for illness or injury that is absent the next day is **not** automatically excused. A parent/guardian note or doctor's notes must be turned in upon return to school. If the above listed policies are not followed, the district wide attendance officer will file a complaint with the appropriate court. Please make every effort to follow the outlined procedures.

LATENESS POLICY

The New Jersey Administrative Code requires that a student who is late to school for any reason, except for bus lateness, must be marked late in the official attendance registers. Students who arrive after 8:15 a.m. for PreK and 8:30 a.m. for Kindergarten are considered late. Medical appointments, dental appointments and court are excused latenesses with doctor/court documentation upon arrival to school.

BREAKFAST AND LUNCH PROGRAMS

The school cafeteria is maintained for the convenience of the students. We ask that the students abide by the cafeteria rules.

Student lunches are \$2.65 and \$.40 for Reduced Payment.

Student breakfasts are \$1.50 and \$.30 for Reduced Payment.

Student milk is \$.50.

Breakfast times are as follows: Pre-K Breakfast times are from 8-8:15 a.m. and Kindergarten Breakfast times are from 8:15-8:30 a.m. Pre-Kindergarten Students arriving after 8:15 a.m. and Kindergarten students arriving after 8:30 a.m. will not be able to receive breakfast.

Students may apply for reduced or no-cost lunches. A family application form will be sent home during the first week of school. **Only one form per family needs to be completed.** If you decide **not to participate** in this program, **do not** return the form. Costs may vary from year to year. Student lunches are \$2.65 and reduced lunches are \$.40. Lunches can be paid for in advance by sending in cash or a check in an envelope to the cafeteria. No sodas (bottled or canned) are to be packed for children in their school lunch. Parents who have arranged for lunch charges are responsible to pay these charges by the end of each marking period. A receipt will be given to the student and a copy will be kept on file. If these charges are not paid, the student will not be allowed to charge their lunch. **Additionally, failure to pay lunch balances may result in a loss of school activities.** The student must bring their lunch until all charges are paid in full. If you have any questions, please contact Mrs. Green, Director of Food Services, at 299-6300, Ext. 3224.

PAYPAMS: The PG-CP Regional School District Food Service Department is pleased to announce that access to your student meal account is now available online. PAYPAMS, a **p**arent **a**ccount **m**anagement **s**ystem, provides an online service which will enable you to pre-pay for school meals, check the balance on your student account and view the items your child is purchasing in the cafeteria. If you are interested in registering an online account, please contact the Food Service Office **prior to registration** to make sure that the information we have in our system is accurate. We will need for you to confirm your address and the student's date of birth in order for you to begin the online process. Visit www.pgcpschools.org for information and answer questions you may have regarding PAYPAMS. Contact the Food Services Office at 299-6300 Ext. 3225 to take advantage of this convenience meal payment option.

CAFETERIA

The school cafeteria is maintained for the convenience of the students. We ask that the students abide by the following rules of courtesy:

- Wait your turn patiently in line, recognizing the rights of others.
- Have your money ready for the cashier.
- Eat in an orderly manner.
- Remain seated until finished eating and permission is given to get up.
- Clear the table and return your tray.
- No food is to be taken out of the cafeteria.
- Students are not permitted to leave school property during the lunch period.
- No candy or soda is permitted during lunch.

SEASONAL AND BIRTHDAY CELEBRATIONS

Each classroom will have the opportunity to host fall, winter, and spring celebrations.

Please arrange your child's birthday celebration with the classroom teacher at least **one week** in advance. Some recommended celebration activities include a craft, a special book that the teacher or parent can read with the class, Show And Tell, etc.

Additionally, students will visit the principal to receive their birthday book and pencil.

NUTRITION POLICY

In October 2014, the Penns Grove-Carneys Points Board of Education revised the District's Wellness and Nutritional Policy (Policy 3542.1). The objective is to protect our students who have various food allergies while ensuring healthy eating habits.

All food items brought into the school must be in the original manufacturer's packaging with an attached nutritional and ingredient label. **Homemade food and/or candy may not be brought into school to share with other students.**

The following items have been pre-approved:

Food:

- Pre-packaged fruit or vegetable trays with low fat dips
- Apples or bananas
- Pre-packaged carrots with low fat dip
- Crackers (animal crackers, goldfish, graham crackers, vanilla wafers, ginger snaps)
- Baked potato chips
- Pretzels
- Popcorn
- Cheese sticks
- Tortilla chips and salsa
- Rice cakes
- Dried fruit/raisins

Individually packaged:

- Fruit cups
- Applesauce
- Low fat pudding
- Low fat yogurt
- Sugar free Jell-O

- Low fat ice cream cups

Drinks:

- Water
- Low fat milk (plain or flavored)
- 100% fruit juice
- 100% vegetable juice

FIRE DRILL PROCEDURES

New Jersey State Law requires each school conduct one (1) fire drill each month. The following guidelines will govern all such drills:

1. Everyone must exit the building through the nearest exit.
2. On leaving the room, all doors and windows are to be closed and lights turned off.
3. Follow the evacuation plan posted on the wall by the classroom door designating the exit for that room.
4. Students should leave the building quickly, in a single file and proceed quickly to their designated areas silently.
5. Students should wait quietly in their assigned area.
6. Upon signal, students will return to the building escorted by their teachers.

SAFETY & SECURITY COMMITTEE

The Penns Grove-Carneys Point Regional School District & Security Committee members can be found on our District website. The contact person for this Committee is Missi Jones. She can be reached at 299-4250, ext. 1130. Copies of the Safety & Security Plan can be found at the District Office and at each school building.

SECURITY DRILL

Schools are required to hold monthly security drills during the school year. **Parents will not be informed of these drills. HOWEVER, ANY LIVE CONCERNS WILL BE COMMUNICATED IN A TIMELY FASHION!**

TRUE COLORS

The Lafayette-Pershing Elementary School will be using a tiered character education system to help the students self-monitor and regulate their classroom behavior.

HERE'S HOW IT WORKS!

The Chart:

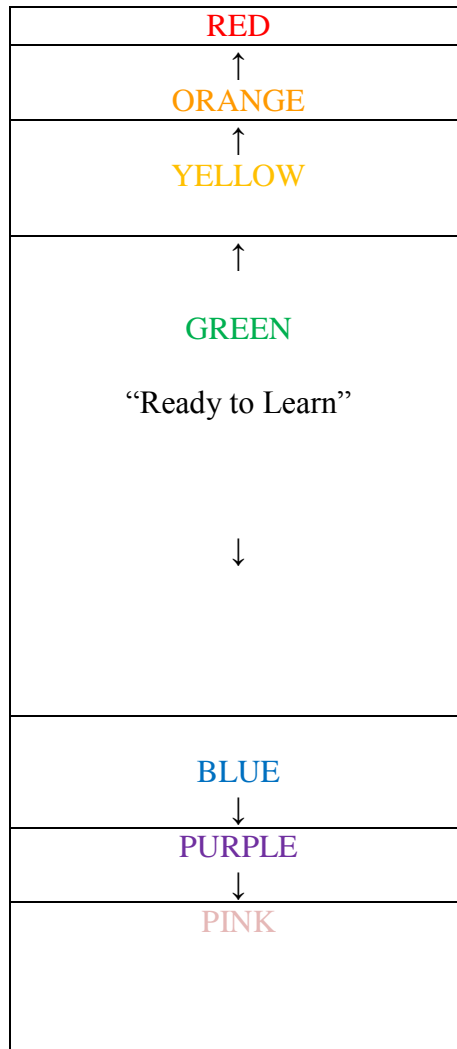


Every student starts the day

HERE! →

As the day progresses, the staff watch the students to catch them exhibiting good character traits.

When this is observed, the student's clip is moved up one color. Throughout the day, the student can move up all the way to the top of the chart. You should be happy to see yellow or orange as these colors mean your child had a successful day.



“Clipped Up” Traits:

- **Kindness to other students & Staff**
- **Being helpful**
- **Following Directions**

A student's clip may also be moved down the chart if the staff sees behaviors throughout the building that do not show good character traits. These traits may include:

- **Inappropriate behaviors**
- **Disrespect**
- **Being Uncooperative**

If a student's clip is moved down, it DOES NOT mean he or she will stay on that color. The clip can be moved back up as positive behavior is observed!

You will be able to see what color your child ended their day on by reviewing the calendar on a daily basis. Occasionally, you may find a note explaining why they ended the day on that color, but we encourage you to use this opportunity to talk with your child about their day at school. We ask that you to praise your child for achieving yellow, orange or red, as this positive reinforcement will increase the chances of them continuing demonstrating good character traits. If your child ends the day on blue, purple or pink, you may speak to him/her about how they can show improved behavior characteristics, but do not feel the need to discipline them, as it has already been addressed by their teacher.

School-Wide Character Development Program

On a regular basis, our school will acknowledge those students who display good character. We want all of the students to strive to be good citizens and to be proud of their efforts.

Thank you for helping us help your child develop good character. These are extremely important skills to learn at the Lafayette-Pershing School, as they can impact the students and their education for years to come.

On a monthly basis, the guidance counselor or administrator visits every classroom to introduce the students to a target character education word that is carefully selected and defines a prosocial behavior. Once the word is introduced, an activity is provided to help them develop a deeper understanding of the meaning of the word and how to show this behavior in the classroom.

During the current school year, the following words were discussed and selected by the school climate committee.

September-Responsibility

October- Respect

November-Self-Control

December-Compassion

January-Tolerance

February-Perseverance

March-Honesty

April-Cooperation

May-Pride

June-Citizenship

At the end of each month, students who have earned a pre-determined number of points will receive a token incentive with the word of the month on it. A ceremony is held in the classroom, where the students can continue to demonstrate prosocial behaviors by supporting their peers with applause and providing encouragement to those who did not earn one. These students will also be rewarded with a Skip the Uniform Day (STUD) and earn the day to wear clothes of their choice.

September Dress down-**10/5-Hat Day**

October Dress down- **11/2-Sports Team Day**

November Dress down-**12/7-Dress up Day**

December Dress down-**1/4 Workout Day**

January Dress down-**2/8-Mismatch Day**

February Dress down-**3/8-Super Hero Day**

March Dress down-**4/5-Favorite Color Day**

April Dress down-**5/3- Crazy Hair Day**

May Dress down-**6/7-College Day**

At the end of each trimester, a more formal ceremony is held to reward the students who consistently earned their points, demonstrated good attendance, and punctuality for the entire trimester.

DISCIPLINE

Teachers will establish their classroom and hall rules, post rules, and send a copy to parents during the first week of each school year and clearly explain them to their students. Teachers will review the contents of this discipline plan with their pupils during the first week of each school year.

Classroom and hall related problems are the teacher's responsibility with the exception of fighting. Each teacher will be responsible for an individual discipline plan for students in and out of the classroom.

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

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

GENERAL COMMENTS ABOUT THE DISCIPLINE CODE

The effectiveness of this code is predicated on everyone exhausting all avenues to prevent and resolve problems before they necessitate severe disciplinary action. Multiple infractions will result in an increase in the penalty. Students may also be denied the privilege of attending an upcoming assembly, celebrations or other special activity such as field day or fun day, or field trips. Any final determination as to discipline will be at the discretion of School Administration depending on the severity of the offense.

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

Reports of harassment, intimidation or bullying including anonymous reports, made to teacher or aides are to be investigated by the School Safety Committee. The Board of Education has an approved policy concerning harassment, intimidation and bullying. That policy, number 5131.9 appears in the appendix of this handbook.

Lafayette-Pershing School Safety Committee (Harassment, Intimidation & Bullying)

District Anti-Bullying Coordinator- Charlyn Martin

Anti-Bullying Specialist-Karin Wang

Administrator- Christopher Meyrick

Teacher(s)- Staff: Debbie Ahl, Sheri Ayares, Denise Buff, Dawn DiPietro, Kelly Hayden, Nicole Stafford, Charlyn Martin, Amy Tighe, Michelle Wheatley

STUDENT CONDUCT ON THE SCHOOL BUS

IT IS CRITICAL THAT THE FOLLOWING RULES BE FOLLOWED FOR THE SAFETY OF ALL CHILDREN RIDING THE SCHOOL BUS:

1. Uses only the bus and bus stop you have been assigned.
2. Behave appropriately while waiting for the bus.
3. Remain seated, facing front, when bus is in motion.
4. Do not change seats.
5. Do not talk to or distract the driver unless absolutely necessary.
6. Keep head and arms inside the bus.

7. Do not leave or throw litter inside or outside the bus.
8. Talk quietly, respectfully and obey the bus driver.
9. Switching buses or taking a bus to/from school for convenience of transportation is not allowed.
10. Open containers of food and drink are not allowed on the bus.
11. Seatbelts on the bus must be worn at all times.

It shall be the policy of the Board of Education of the Penns Grove-Carneys Point Regional School District to establish acceptable student conduct on school district provided vehicles. The bus represents an integral part of the school system and, as such, the same standards of conduct that apply to a school, also apply to a school bus. In keeping with the N.J. Statutes, Chapter 18A:25-2 and 18A:36-2, the following procedures for students deemed unmanageable shall be in effect:

First Offense – The student will be reported to the Administration. A letter or telephone call to the student’s parents will inform them of the problem as well as, what procedures will be followed if a second or third offense occurs during the school year. Depending upon the violation, the student may receive a warning, a detention (s) or suspension from the bus for a period of five (5) school days. The parent/guardian of any student suspended from riding the school bus will be responsible for transporting the student to and from school during the suspension period.

Second Offense – Depending upon the violation, the student may receive a warning, a detention (s) or suspension from the bus for a period of ten (10) school days. The student’s parent/guardian is to be notified of the violations(s) and what procedure will be followed for each subsequent violation/offense that may occur during the school year. The parent/guardian of any student suspended from riding the school bus will be responsible for transporting the student to and from school during the suspension period.

Third Offense – Depending upon the violation the student will be excluded from the bus for a period of up to fifteen (15) school days. The student’s parent/guardian is to be notified of the violations(s) and what procedure will be followed for each subsequent violation/offense that may occur during the school year. The parent/guardian of any student suspended from riding the school bus will be responsible for transporting the student to and from school during the suspension period.

Subsequent Offenses-Any further infractions may result in being subject to an additional thirty (30) days suspension of bus privileges or a possible suspension/expulsion from school.

Permanent Loss of Bus Privilege - Any student who is permitted to ride a school bus as a courtesy: by the school district and continuously violates school bus conduct rules or commits serious violations, such as fighting, drug use/possession/distribution, weapon use/possession, vandalism, etc.; while riding on school district provided vehicles, may have his/her bus privileges suspended indefinitely for the remainder of the school year with the approval of the Superintendent of Schools. Parents shall be responsible for providing transportation to and from school during that period.

The penalty for bus conduct violations shall apply to the bus route to and from the destination on which the infraction occurred.

Any acts of vandalism will be reported to the Administration. The Administration will determine the action to be taken depending on the severity of the offense.

Absenteeism from school during this period will be considered truancy in accordance with school policy on attendance.

LAFAYETTE-PERSHING SCHOOL DISCIPLINE POLICY
SCHOOL RELATED OFFENSES

1. THROWING ANY OBJECTS

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and/or Guidance Counselor |
| 2 nd Offense | 1 Noon Room with School Counselor |
| 3 rd Offense | 1 Administrative Detention with Principal |

2. DISRUPTIVE BEHAVIOR (CLASSROOMS & HALLWAYS)

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and/or Guidance Counselor |
| 2 nd Offense | 2 Noon Rooms with School Counselor |
| 3 rd Offense | 1 Administrative Detention with Principal |

3. HORSEPLAY (PUSHING & SHOVING)

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and/or Guidance Counselor |
| 2 nd Offense | 2 Noon Room with School Counselor |
| 3 rd Offense | 1 Administrative Detention with Principal |

4. IN UNAUTHORIZED AREA WITHOUT PERMISSION

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and/or Guidance Counselor |
| 2 nd Offense | 1 Noon Room with School Counselor |
| 3 rd Offense | 1 Administrative Detention with Principal |

5. EATING, DRINKING, LITTERING OUTSIDE OF CAFETERIA

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and/or Guidance Counselor |
| 2 nd Offense | 1 Noon Room with School Counselor |
| 3 rd Offense | 1 Administrative Detention with Principal |

6. STEALING

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and/or Guidance Counselor |
| 2 nd Offense | 1 Noon Rooms with School Counselor |
| 3 rd Offense | 1 Administrative Detention with Principal |

7. POSSESSION OR USE OF ELECTRONIC DEVICES

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and/or Guidance Counselor |
| 2 nd Offense | 1 Noon Rooms with School Counselor |
| 3 rd Offense | 1 Administrative Detention, Guidance |

8. DESTRUCTION OF SCHOOL PROPERTY

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and/or Guidance Counselor |
|-------------------------|---|

| | |
|-------------------------|---|
| 2 nd Offense | 2 Noon Rooms with School Counselor |
| 3 rd Offense | 1 Administrative Detention with Principal |

ACTIONS AGAINST OTHER STUDENTS

9. INAPPROPRIATE LANGUAGE, OBSCENE GESTURES TOWARDS ANOTHER STUDENT

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and/or Guidance Counselor |
| 2 nd Offense | 1 Noon Rooms with School Counselor |
| 3 rd Offense | 1 Administrative Detention with Principal |

10. OFFENSIVE OR INAPPROPRIATE TOUCHING AGAINST ANOTHER STUDENT

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and/or Guidance Counselor |
| 2 nd Offense | 1 Noon Room with School Counselor |
| 3 rd Offense | 1 Administrative Detention with Principal |

11. FIGHTING

Possible Consequences:

| | |
|-------------------------|--|
| 1 st Offense | Conversation with Principal and 1 Noon Room with Counselor |
| 2 nd Offense | 2 Noon Rooms with School Counselor |
| 3 rd Offense | 2 Administrative Detention with Principal |

12. PHYSICAL ASSAULT AGAINST ANOTHER STUDENT

Possible Consequences:

| | |
|-------------------------|--|
| 1 st Offense | Conversation with Principal and 1 Noon Room with Counselor |
| 2 nd Offense | 2 Noon Rooms with School Counselor |
| 3 rd Offense | 2 Administrative Detention with Principal |

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

Possible Consequences:

| | |
|-------------------------|--|
| 1 st Offense | Conversation with Principal and 1 Noon Room with Counselor |
| 2 nd Offense | 2 Noon Rooms with School Counselor |
| 3 rd Offense | 2 Administrative Detention with Principal |

14. POSSESSION OF A WEAPON

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and 2 Noon Rooms with Counselor |
| 2 nd Offense | 2 Noon Rooms with School Counselor |
| 3 rd Offense | 2 Administrative Detention with Principal |

15. USE OF ANY ITEM AS A WEAPON

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and 2 Noon Rooms with Counselor |
| 2 nd Offense | 2 Noon Rooms with School Counselor |
| 3 rd Offense | 2 Administrative Detention with Principal |

ACTIONS AGAINST STAFF & PERSONNEL

16. INAPPROPRIATE LANGUAGE, OBSCENE GESTURES TOWARDS A STAFF MEMBER

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and/or Guidance Counselor |
| 2 nd Offense | 2 Noon Rooms with School Counselor |
| 3 rd Offense | 1 Administrative Detention with Principal |

17. OFFENSIVE OR INAPPROPRIATE TOUCHING TOWARDS A STAFF MEMBER

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and 2 Noon Rooms with Counselor |
| 2 nd Offense | 2 Noon Rooms with School Counselor |
| 3 rd Offense | 2 Administrative Detention with Principal |

18. OPEN DEFIANCE, DISOBEDIENCE, DISRESPECT OR INSUBORDINATION TOWARDS STAFF OR SCHOOL RULES

Possible Consequences:

| | |
|-------------------------|---|
| 1 st Offense | Conversation with Principal and 2 Noon Rooms with Counselor |
| 2 nd Offense | 2 Noon Rooms with School Counselor |
| 3 rd Offense | 2 Administrative Detention with Principal |

TEACHER DETENTION

A teacher detention will be determined by the teacher. A detention can be held during recess time or after school. Parents will be notified of the offense and detention time. Excessive detentions, at the discretion of the teacher, may be referred to the office for appropriate action with documentation of prior strategies used to correct the problem. Students are expected to report to teacher detentions after receiving 24 hour notice and a detention slip. Students who do not report to teacher detentions are subject to disciplinary action by the administration.

LUNCH DETENTIONS

Lunch detention will be held Monday through Friday during their lunch and recess time. Students are reminded of detention by their classroom teacher. Students who refuse to attend are subject to further disciplinary action. Lunch detention may be assigned by the teacher in which case the student will report to the classroom to meet with his/her teacher, or by the principal, in which case the proctor will escort the student to the noon room.

ADMINISTRATIVE DETENTION

Administrative Detention will be held Monday through Thursday after school from 2:45-3:15 p.m. Students must report to the main office by 2:45 p.m. Students should bring school work to detention. Students who fail to report to Administrative Detentions are subject to further disciplinary actions. An Administrative Detention or lunch/recess detention is one which results from a disciplinary referral or any other misconduct observed on school property, during or after school hours. Serious disruptive behavior,

which denies others the opportunity to benefit from the learning process in any fashion, will result in a disciplinary referral to the main office. Any student who is suspended **may be required to be accompanied** by a parent or guardian upon returning to school in order for admittance back to class. Students on suspension may not attend school related functions (including weekend activities) and are not permitted on school property.

THERAPEUTIC RESTRAINT POLICY

Therapeutic Physical Restraint

The Penns Grove-Carneys Point Regional School District recognizes that some students attending our district will exhibit behaviors that are disruptive to the social and therapeutic environment of the school, and are a danger to themselves and others and reduce the student's potential for learning. In order to reduce the chance of injury to self or others, there may be times when non-violent crisis intervention techniques involving therapeutic handling and restraint may be used. This policy applies to all, including regular education students and students with disabilities.

This policy is built upon the premise that therapeutic restraint will only be used after other less intrusive methods have been attempted or considered. The two goals that use policy enforces are:

1. To administer therapeutic restraint only when needed to protect a student or member of the school community from imminent, physical harm; and,
2. To prevent or minimize any harm to the student as the result of the use of therapeutic restraint.

Therapeutic restraint shall be used only in emergency situations, after other less intrusive alternatives have failed, been deemed inappropriate, or when otherwise specified in a behavioral plan. Less intrusive alternatives may include, but are not limited to the following techniques: relationship building, positive reinforcement, positive behavior supports, verbal de-escalation, time-out procedures, and therapeutic handling.

Unless specifically indicated in an agreed-upon Behavioral Intervention Plan, therapeutic restraint may not be used as a response to property destruction, disruption of school order, a refusal to comply with a school rule or staff directive, or verbal threats, which do not constitute a threat of imminent, serious physical harm.

Additionally, each school will identify specific staff to serve on a school-wide restraint team to ensure property administration of therapeutic restraint. Individuals who administer restraints must participate in an in-depth training with respect to positive behavior supports (PBS), de-escalation techniques, restraint and implementation of the procedures.

It should also be noted that nothing in the policy precludes a teacher or other staff member from using reasonable force to protect students, themselves, or other persons from assault or imminent, serious physical harm. Copies of this policy will be included in staff and student handbooks

For additional information, please reference Policy 5142.

ADDITIONAL SCHOOL AND DISTRICT INFORMATION

(Please review the policy below for any further questions and/or concerns.)

Each year our school receives funds from the federal government that are used for drug and violence prevention programs, services, and activities that convey a clear and consistent message that the illegal use of drugs and acts of violence are wrong and harmful. In an effort to convey this message and provide appropriate services to our students, the district has developed several programs that deal with alcohol use, drug use, tobacco use, violence prevention, interpersonal conflict, bullying, harassment and intimidation, which are coordinated by the Student Assistance Counselor. In accordance with federal

regulations, upon the written notification of a student's parent or legal guardian, the district will withdraw the student from any program or activity funded under Title IV, except classroom instruction.

Students returning to school after a positive diagnosis for an illegal substance as defined by N.J.S.A. 18:40A will be subject to random drug testing to be conducted by the SAC, Nurse and Administration. **Random drug screening will remain in effect until the student's graduation from PGHS.**

Search by Drug-Detecting Dog

The Board of Education recognizes the value of a drug free school environment. To further that goal, the Board authorizes the school administration to implement searches as needed by drug detection dogs. A qualified handler will control the animal at all times. All students will be confined to their assigned classrooms during the search. If the animal reacts positively during this procedure, it will be considered reasonable suspicion and a search will be conducted as set forth in this policy. This search includes, but is not limited to, the following areas: hallways, lockers, locker rooms, motor vehicles and outdoor grounds. The principal/designee will conduct the search. If what is found is believed to be a controlled dangerous substance, the area will be secured and law enforcement will be called. Any items that are believed to be a CDS will be turned over to the local police department. Concurrent with any police investigation, the school district shall also conduct an investigation.

Please refer to the Board of Education Drugs, Alcohol, and Tobacco Policy # 5129.3 in back of Student Handbook.

EARLY DISMISSAL

Parents must submit a note to the school office for early dismissals. In the note, please specify who will be picking the student up, as well as, the time of the early dismissal. **Those NOT listed on the Emergency Card will not be permitted to pick up students. This is for the welfare and safety of your child.**

EMERGENCY RESPONSE PROCEDURES

For general information refer to the district website: <http://pgcpschools.org>

EQUITY/AFFIRMATIVE ACTION ISSUES

The Penns Grove-Carneys Point Regional School District has affirmed its policies prohibiting bias, harassment, discrimination, segregation, and ensuring equality in educational programs. Discrimination, sexual harassment, or harassment of any kind are strictly prohibited and will not be tolerated by the school district. Violators will be appropriately disciplined in accordance with Board policies and state and federal laws. Individuals wishing to report cases of discrimination and/or harassment are to contact either the school principal or the Superintendent of Schools/Affirmative Action Officer. Copies of the District's equity plan, policies, and grievance procedures are maintained in the office of the Affirmative Action Officer, Director of Curriculum and Instruction, at 100 Iona Avenue, Penns Grove, NJ 08069 Telephone: (856) 299-4250, Ext. 1122 or it can be accessed at the district website: <http://pgcpschools.org/>

ASSEMBLIES

School assemblies are a way of broadening the overall educational program. Students should be on their very best behavior during such programs. Acceptable standards of behavior for assemblies:

- Walk to and from assemblies in a quiet and orderly fashion.
- Listen attentively.
- Show respect and courtesy to one another and the presenter(s).

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Lafayette-Pershing School with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Lafayette-Pershing School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Lafayette-Pershing School to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production; The annual yearbook; Honor roll or other recognition lists, Graduation programs, and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks.

In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965 (ESEA)* to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Lafayette-Pershing School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October of this school year. Lafayette-Pershing School has designated the following information as directory information: [Note: **an LEA may, but does not have to, include all the information listed below.**]

- | | |
|--------------------------|-----------------------------------|
| *Student's name | - Participation in officially |
| *Address | recognized activities and sports |
| *Telephone listing | - Weight and height of members of |
| -Electronic mail address | athletic teams |
| -Photograph | - Degrees, honors, and awards |
| *Date and place of birth | received |
| -Major field of study | - The most recent educational |
| -Dates of attendance | agency or institution |
| *Grade level | attended |

These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

* - **indicates information to be released.**

FIELD TRIPS

Attendance on class trips is a privilege. Students will not be permitted to participate in class trips without written permission from a parent/guardian and final approval by the Administrator. When students go on trips, they represent the school and community. **Students may be considered for exclusion from a class trip if they exhibit inappropriate behavior and/or failure to pay lunch/SACC/etc. balances.** No handwritten notes from parents will be accepted as Field Trip Permission slips. Permission slips must be returned on the date specified to the teachers.

REPORT CARD AND PARENT-TEACHER CONFERENCES

Report cards and interim reports are throughout the school year to keep the students and parents informed as to the academic and social progress being made by your student in school.

Following are the dates for ALL Lafayette-Pershing School Students:

1st TRIMESTER MARKING PERIOD- September 6 to December 7

Parent Conferences- December 11 to 13

Report cards distributed- December 14

2nd TRIMESTER MARKING PERIOD- December 10 to March 18

Parent Conferences- March 19 to 21

Report cards distributed- March 22,

3rd TRIMESTER MARKING PERIOD- March 19 to June 17

Report cards distributed the last day of school

TOYS IN SCHOOL

Toys in general are only permitted in school during the day the teacher permits them for the classroom use or for a lesson such as "Show and Tell". Your child's teacher will notify you of those days in advance. Please send the toys in a labeled paper bag before sending them to the school. Toys are very special to our students and please do not send in expensive or heirloom items to school. Also, Silly Bands are NOT permitted in school. Guns and knives will be taken from the child and given to the parent. Any use of any items as a weapon will have the following consequences:

HEALTH AND MEDICATION POLICY

Please assist the school by following the procedures recommended below:

- Check your child every morning before he/she leaves for school. If any child is nauseous, feverish or has a rash, please keep him/her home.
- See that your child eats a good breakfast.
- Please make sure that your child bathes and brushes his/her teeth regularly.
- Make sure that your child understands to wash his/her hands after toileting and before eating.
- A **parent/guardian must** accompany a child who needs to come to school with crutches, splints, ace bandages, casts, etc. Please report to the main office before proceeding to the nurse. A doctor's order must be brought in stating the following:
 1. Reason for appliance (fracture, strain, etc.)
 2. Student limitations
 3. Length of incapacitation
 4. When student can resume normal physical activities.

A buddy student from the same classroom will be assigned to assist the student throughout the day. In compliance with the guidelines established by the State of New Jersey, the school nurse **may not** administer **any** medication to a student without a **written order from the physician** ordering the medication, detailing the diagnosis or type of illness involved, the name of the drug, dosage and time of administration. The parent/guardian should provide a **written request** for the administration of the prescribed medication at school. The medication should be brought to school by a **responsible adult** in the **original container** appropriately labeled by the pharmacy or physician. The medication is to be given

to the **nurse** and kept in the health office to be administered as directed. Unless a medication is prescribed by a physician, it should not be brought into the school building.

HOME INSTRUCTION PROCEDURES

Please follow the procedures listed below to request home instruction due to temporary illness or injury, for at least a two week period of time:

1. An original note signed by a doctor stating the illness and the length of time the student needs to be on home instruction must be presented to Mrs. Missi Jones, home instruction secretary, at the District Office. The law requires a minimum of two weeks. The doctor's note will then be reviewed by the school district's doctor for either approval or denial.
2. The parent must request in writing home instruction be provided for his/her child in accordance with the doctor's note. The parent must present the doctor's note and the parent's written request to Mrs. Jones before the home instruction process can begin.

HOMELESS LIASON

If you find yourself in this situation, contact Dr. Albert D. Graham, district's local liaison, at 856-299-4250, Ext. 1125. He will help in enrolling your child in a new school or arrange for your child to continue in his or her former school. Contact the school and provide any information you think will assist the teachers in helping your child adjust to new circumstances.

HOMEWORK

It is expected that all students devote time to home study. Students may have homework assigned to them throughout the school year. Ten to twenty minutes per evening is a reasonable expectation. If your child did not receive homework, it is encouraged to read with your child, reinforce their number sense, expose them to different real world experiences, etc. Please contact the classroom teacher for more specifics to your child's individual needs. For additional information, please reference <https://www2.ed.gov/parents/academic/help/homework/homework.pdf>.

If your child will be absent from school, a request for classwork should be made by 10 a.m. to pickup after 3 p.m. in the main office. If not picked up within 24 hours, it will be returned to the teacher. Teachers are not expected to provide classwork for a student on vacation.

SACC PROGRAM

The SACC Program provides childcare for kindergarten through sixth grade before and after school. Please contact the Lafayette-Pershing School SACC program at 299-4700. **Additionally, failure to pay SACC balances may result in a loss of school activities**

LOST AND FOUND

Items lost may be claimed from the box on the table in the cafeteria. All eye glasses and jewelry are turned into the main office.

ANNUAL INTEGRATED PEST MANAGEMENT NOTICE

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. The Penns Grove – Carneys Point Regional School District has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy which is found at the school or on the district website.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for Lafayette-Pershing is: Fred Weiss
Name of IPM Coordinator: Fred Weiss
Business Phone number: (856) 299-6300, ext. 3044
Business Address: 334 Harding Highway, Carneys Point, NJ 08069

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan, Lafayette-Pershing may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

PERSONAL PHONE CALLS

Parents may contact their child's teacher by telephoning 299-3230 and following the phone prompt to the school directory and you will be connected with the teacher's voice mail and he/she will contact you at his/her earliest free time.

POSSESSION OF NON-SCHOOL ITEMS

Some students possess items that are not appropriate for use in school. Many times these items disrupt the educational environment.

1. Electronic devices of the types listed below are not permitted:
 - cell phones
 - walkman
 - iPods
 - laser pen
 - any kind of handheld videogame (Gameboy, PSP, etc.)
2. Other non-school items include but are not limited to pen knives/pocket knives, pacifiers, toys, chewing gum, water guns, skateboard, scooters & cameras.
3. Disciplinary action follows if students bring inappropriate items to school.
4. Such items will be confiscated and turned over to the Principal who will contact the parent of any necessary disciplinary action.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

Drop off and pickup of students by parents/guardians will only be permitted in the side parking lot. Parents/Guardians will not be permitted to enter the driveway before 8:45 a.m. and after 2:30 p.m. (Pre-K P.M. students should be dropped off in the gymnasium from 12:05 – 12:15 p.m.).

TRANSPORTATION

All Pre-K students are eligible for busing and the parent/guardian must meet the bus at the bus stop. Kindergarten students may be transported only from their legal home address where they reside. All Parents/Guardians must be at the designated bus stop at the end of the school day. Students brought back to are subject to be removed from the bus and the parent/guardian will have to transport to and from school. Students will not be permitted to be picked up by someone who is not on the emergency card or anyone under 14 years of age. No student can ride another bus to a relative or friends house.

STUDENT RECORDS

Federal and state law requires that parents have complete access to records kept on their child. These records may be examined at conferences or by making an appointment. If you have any questions about the contents of these records, please contact the principal.

STUDENT SUPPORT SERVICES

In order to effectively meet the needs of individual students, the district provides a number of services in addition to direct classroom instruction. These include:

COUNSELING

Our guidance counselor is available to help students adjust to the school routine and resolve problems that interfere with their academic and emotional development while attending Lafayette-Pershing School. In addition, the counselor is available to meet with teachers and parents to provide assistance as needed.

CHILD STUDY TEAM

The district has a Child Study Team made up of a Psychologist, Learning Disabilities Specialist, and a Social Worker. This group assists parents and teachers in providing appropriate educational programs for students with identified learning problems.

INTERVENTION AND REFERRAL SERVICES

An I&RS committee has been developed to help teachers and parents provide instructional strategies for regular education students who are experiencing learning and/or behavioral difficulties.

SPEECH /LANGUAGE SPECIALIST

A speech/language specialist is available to work with students who exhibit difficulty in some areas of speech and language development. The speech correctionist works with students individually or in small groups.

VISITORS PARKING

Everyone must enter the building using the front doors of the school and must sign in at the Main Office to obtain a visitor's pass. The following procedures are in place for handicapped accessibility during school activities. Please contact the main office at 856-299-3230, if assistance is needed. A staff member will be stationed at the entrance to assist.

Handicapped Entrance Locations:

- Main Entrance
- Gym Front Foyer
- Library playground ramp

STUDENT WITHDRAWAL

Whenever a parent anticipates moving and transferring a student to another district, he/she should obtain a transfer card from the school office, which will tell the next school where to obtain the student's records. The further in advance you can do this, the better prepared the next school can be to receive your child and their records.

AFFIRMATIVE ACTION OFFICER

Dr. Michael Ostroff, Director of Curriculum and Instruction
100 Iona Avenue
Penns Grove, NJ 08069-1396
(856)299-4250, Ext. 1122

SECTION 504 COMPLIANCE OFFICER

Mr. Sage R. Schmidt, Director of Special Services
PG-CP Administration Offices
100 Iona Avenue
Penns Grove, NJ 08069-1396
(856) 299-4250, Ext. 1125

EQUITY PLAN, POLICIES, GRIEVANCE PROCEDURE AND REPORTS

All information is available through the Director of Curriculum & Instruction Office, 100 Iona Avenue, Penns Grove, NJ 08069-2057. Persons wishing to review this information are asked to contact the Director of Curriculum's Office at (856) 299-4250, Ext. 1122 for an appointment.