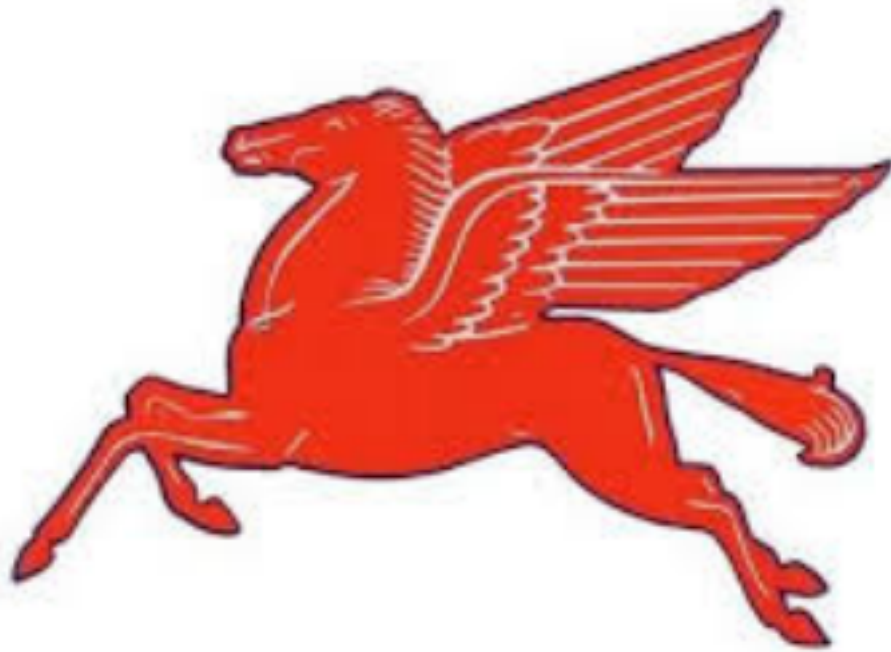


PAULSBORO PUBLIC SCHOOL DISTRICT
LOUDENSLAGER ELEMENTARY SCHOOL



PARENT & STUDENT HANDBOOK
2022 - 2023

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Principal's Message

First and Foremost, I would like to welcome both our parents and students to our family of learners here at Loudenslager Elementary School. We have prepared this handbook to provide you with a single resource summarizing school policies, procedures, and educational programs.

Our commitment at Loudenslager Elementary School is to provide a safe and intellectually challenging environment that will empower students to become innovative thinkers, creative problem solvers, and inspired learners who are prepared to thrive in the twenty-first century.

We believe that active participation and involvement on the parts of parents, students, and school personnel is essential to create a positive school climate. With your support, we will maintain a school environment that provides academic excellence, values individual contributions, enhances self-esteem, and ensures success for all.

We request that all of our parents read this handbook and discuss the opportunities available to students at Loudenslager Elementary School with their children.

Please sign the last page of this handbook and return it to your child's homeroom teacher. This indicates that you have read and understand the information provided in this handbook.

I would like to wish everyone a wonderful school year. If I can be of any assistance, please do not hesitate to contact me and know that my door is always open.

Sincerely,

Matthew J. Browne

Matthew J. Browne
Loudenslager Elementary School, Principal
Paulsboro Public School District

Paulsboro Board of Education

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Mr. Robert Davis

Ms. Kyana Evans

Mr. Joseph Lisa

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Mrs. Anisah Coppin, Business Administrator/Board Secretary
Mrs. Stacey DiMeo, Director of Special Services
Mr. Paul Morina, Paulsboro High School Principal
Mr. James Pandolfo, Paulsboro High School Vice Principal
Mr. John Giovannitti, Paulsboro Junior High School VP/Athletic Director
Mr. Matthew J. Browne, Loudenslager Elementary School Principal
Mrs. Tina Morris, Billingsport Early Childhood Center Principal
Mr. Paul Sommers, Director of Student Services
Mrs. Kristen Reid, Supervisor of Curriculum

Loudenslager Elementary School Staff

Mr. Matthew J. Browne, Principal
Ms. Lisa Phillips, Secretary

Classroom Teachers

Mrs. Bonnie McHale	Third Grade
Ms. Kaitlyn Silvia	Third Grade
Mrs. Christina Roberts	Third Grade
Mrs. Laura Pettit	Third Grade
Mrs. Jayna Costantino	Third Grade
Mrs. MaryAnn Giannotti	Fourth Grade
Mrs. Tara Stahl	Fourth Grade
Ms. Danielle Relation	Fourth Grade
Mrs. Krista Lange	Fourth Grade
Mrs. Jillian Garren	Fourth Grade
Mrs. Aprilanne Young	Fifth Grade
Mr. David Denelsbeck	Fifth Grade
Mr. Louis McCall	Fifth Grade

Mrs. Lauren Brassill
Mrs. Francine Faltz
Mrs. Gianna Verrecchio
Mr. Thomas Richardson
Ms. Toni Howard
Mrs. Jennifer Hoffman
Mrs. Tamara Diodati
Mrs. Jacqueline Breshock
Mrs. Cheryl Serpiello

Fifth Grade
Fifth Grade
Sixth Grade
Sixth Grade
Sixth Grade
Sixth Grade
Sixth Grade
Fourth/Fifth Grade
Fourth/Fifth Grade

Instructional Support Teachers

Mrs. Maria Phillips
Ms. Elaine Andrus
Mr. Corey Hoffman
Mrs. Shirley Gill

Inclusion Teacher
Inclusion Teacher
Basic Skills Teacher
Basic Skills Teacher

Special Area Teachers

Mr. Dean Duca
Mr. Mark Broadbelt
Mr. Tyler Graves
Mr. Shaun Darby
Mrs. Rebecca Richardson
Mr. Brian Betz

Physical Education
Art
General Music
Technology
STEAM
Instrumental Music

Support Services

Mrs. Janice Esters
Ms. Addie Shmuel
Mrs. Charisse Generette
Mrs. Marcelina Guzman
Mr. Norman Scott

School Nurse
Speech Pathologist
Social Worker
Guidance Counselor
Computer Tech.

Instructional Aide

Mrs. Heather Hinkle
Mr. Barry Jenkins
Ms. Tiaja Harrold
Mrs. Jessica Laborde
Ms. Isra ElHarden
Mr. Daniel Mack
Ms. Heather Parks
Ms. Taylor Brady
Ms. Erica Scott

Classroom Aide
Classroom Aide
Classroom Aide
Classroom Aide
Classroom Aide
Classroom Aide
Instructional Aide
Instructional Aide
Instructional Aide

Mrs. Marietta Relation	Instructional Aide
Mrs. June Lord	1:1 Aide
Mrs. Lauren Vanderslice	2:1 Aide
Ms. Melissa Lexa	1:1 Aide
Ms. Samantha Strube	Intervention Aide
Ms. Riley McHale	Intervention Aide

Cafeteria/Playground Aides

Mrs. Linda Bryant	Cafeteria Aide
Mrs. Marilyn Beatty	Cafeteria Aide
Mrs. Paulette Pierce	Cafeteria Aide
Mrs. Janet Sharper	Playground Aide
Mrs. Ana Ortiz	Playground Aide
Mrs. Angela Ramos	Playground Aide

Custodial Staff

Mr. Dennis Weiss	Daytime Custodian
Mrs. Cindy Anderson	Evening Custodian
Mrs. Elena Baker	Evening Custodian
Mr. Earl McEwen	Maintenance

SECTION I - GENERAL INFORMATION

Back to School Night/Parent Conferences

- Back to School Night - Thursday September 22, 2022
- Fall Parent Conferences - November 18, 2022 , November 21, 2022, November 22, 2022
- Winter Parent Conferences - February 22, 2023 & February 23, 2023

School Hours

- | | |
|--------------------------|---------|
| • School Yard Gates Open | 7:40 AM |
| • Arrival Bell | 7:55 AM |
| • Late Bell | 8:10 AM |
| • Final Dismissal Bell | 2:57 PM |

Arrival Procedure

The school yard will open for students to enter at 7:40 AM each morning and will only be able to enter the school yard through the gate on Swedesboro Avenue or through the Parent Pick-Up Lot.

Students will be permitted into the building at 7:55 AM each morning. Students in 3rd & 4th Grade will enter the building through the **Playground Entrance Door** while 5th & 6th Grade students will enter through the **Side Entrance Door** and will report directly to their assigned homeroom assignment. For safety and security purposes, parents will not be able to enter the school building through any of the student entrances.

Dismissal Procedure

Students are dismissed from school between 2:50 PM and 2:57 PM using the following schedule

- Students Being Picked Up in Student Drop-Off/Pick-Up Area 2:50 PM
- Students Participating in an After-School Program or Club 2:54 PM
- Students Walking or Riding A Bike Home 2:57 PM

Early Dismissal

School will be in session from 8:05 AM – 12:40 PM. All early dismissal days are on the Paulsboro Public School District Calendar. Lunches will be served on these days.

Leaving School Early

If your student needs to leave school prior to dismissal:

1. Contact the School and send a note at least one day in advance, except in an emergency.
2. The parent or guardian must come into the Main Office and sign the child out for the day.
3. Proper identification will be required in order to sign out a student early.

Student Drop-Off/Pick-Up

Students must be dropped off in the Parent Drop-Off/Pick-Up area before and after-school each day. The Parent Drop-Off/Pick-Up Area is located off of Spruce Street. Parents are not permitted to park or get out of their car in the student drop-off/pick-up area. Student Drop-Off/Pick-Up is not permitted in the Staff Parking Lot. Any student who is not being picked up in the Parent Pick-Up Lot will be considered a walker, and therefore will be dismissed at the 2:57 PM Dismissal Bell.

Bicycle Procedures

1. Students are permitted to ride a bicycle to school provided a permission slip is signed and returned by a parent or guardian. Students can obtain a permission slip from the Main Office.
2. Students must wear a bicycle helmet.
3. Students should lock their bicycles on the bicycle rack provided on school grounds.
4. Students must observe all bicycle safety rules.
5. Students are not permitted to ride their bike on the blacktop playground area before or after

school.

6. Students who are not compliant with the above rules or who are uncooperative will be restricted from riding their bicycles, and a letter will be sent home to be signed by their parent/guardian.

School Visitor Policy

All visitors to Loudenslager Elementary School must use the Main Entrance on Baird Avenue. Visitors should use the intercom button on the outside of the building to request access to the building. Visitors will be asked to present a valid picture identification before they will be provided access. Once access to the building is granted, visitors will be received by an office staff member at the vestibule window. We recommend that parents or visitors requesting to meet with a teacher or administrator contact the main office and set up an appointment prior to arriving at the school.

Emergency School Closing

For the safety of our students, at times it is necessary to close school early for emergencies, such as heavy snow. In such situations, an announcement will be made as soon as possible using the District's Automated Announcement Service.

Please make sure your child knows what to do should he/she be dismissed early from school because of an emergency. It is strongly recommended that you make arrangements with a neighbor or relative if the parents are not home during the day.

Attendance

Punctuality and attendance are encouraged at all times and are necessary to develop good habits, which are beneficial to the student later in life. Parents are encouraged to contact the school between 7:30 AM and 8:00 AM at 423-2228 Ext. 4203 to report a student absence. If parents do not call the school to report an absence, an automated message will be sent out to verify the illness/absence.

Any student who has been absent or tardy is required to present a note of explanation signed by the parent or guardian upon his/her return or arrival to school.

Habitual absences will be investigated by the Truant Officer and could lead to Municipal Court action. A doctor's note will be required for re-admittance to school for any absence three days or longer or for any student who has been absent with a contagious disease.

New Jersey State Statute 18A:38-25 requires children between the ages of six and sixteen to attend school on a daily basis.

Excused Absences

This information must be provided for each absence incident on the day of return.

Examples of Excused Absences

- Pupil's Illness (As evidenced by a doctor's note)
- A death or critical illness in the pupil's **immediate** family
- Quarantine
- Observance of a pupil's religion on a day approved for that purpose by the State Board of Education.
- The pupil's suspension from school
- The pupil's required attendance in court
- Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day. (As evidenced by a doctor's note)

Unexcused Absences

A pupil's absence for all or part of a school day for any reason other than those listed above.

Examples of Unexcused Absences

- Babysitting Duties
- Household Duties

Consequences for Unexcused Absences

- **First & Second Offense:** Warning
- **Third & Fourth Offense:** Parent Phone Call
- **Fifth Offense - Ninth Offense:** Official Letter From School/Parent Conference
- **Tenth Offense:** Letter, Visit from Truant Officer & Parent Conference
- **Fifteenth Offense:** Letter, Parent Conference & Court Referral

Consequences for Unexcused Lateness

- **First & Second Offense:** Warning
- **Third Offense:** Letter Sent Home To Parents
- **Fourth - Tenth Offenses:** Letter, After School Detention, Visit from Truant Officer
- **Eleventh - Fifteenth Offenses:** Letter, After School Detention, Court Referral

School Grounds

Children are not permitted on the school grounds before or after the gates are locked each day. The playground gates will be unlocked at 7:40 AM each morning for students to enter and will be secured each afternoon following the dismissal process. Please instruct your child to clear the school grounds immediately following dismissal.

School Property

Any student found writing on and/or damaging school property will be fined an amount due that is equal to the replacement or repair of the damage.

Homeroom Period

The homeroom period is from 7:55 AM – 8:19 AM. During this period, attendance and lunch counts are taken, students will have the opportunity to participate in the breakfast program, and other school-related items are discussed. All students must be in their homerooms during this period.

Teachers/Administrative Detention

Students who fail to adhere to correct acceptable behavior described in our discipline policy may be assigned after-school detention or be suspended. After school detention will be held Monday thru Thursday each week unless school is closed, from 3:00 PM to 4:00 PM. When detention is assigned, students will receive a slip indicating the date(s) and time.

Parents May Pick Up their Child from Detention – Transportation is not provided

Crossing Guards

In collaboration with the Paulsboro Police Department, crossing guards will be provided on specific corners on the designated walking route to Loudenslager each morning and afternoon. On days when crossing guards are unavailable, the Paulsboro Police Department or school staff will assist with crossing students in the crosswalks directly adjacent to the school.

Lost and Found

Please encourage your child to label his/her belongings (e.g. backpacks, lunch containers, etc.) to facilitate the return of a lost item. If your child should lose a personal belonging, remind him/her that lost items will be kept in a bin, in the main hallway.

SECTION II - HEALTH SERVICES

Medical

Loudenslager Elementary School has one full-time certified nurse and a school doctor used as needed to assist with physical assessments. The School Nurse will complete the following health screenings: blood pressure, height, weight, vision, and hearing screenings. Scoliosis screenings are completed only for students age 10 and over.

Health Records

A health record is maintained on every student. This includes your child's immunization record, injury or illness history and other pertinent medical information. It is of the utmost importance that you inform your child's School Nurse of recent immunizations, injuries, physician recommendations and other medical concerns. This allows for an up-to-date medical profile of your child.

Immunization Information

Students **will be excluded from school** if they do not provide documentation indicating that they have received the vaccinations required by the State of New Jersey or who have a valid medical or religious exemption. Contact the school nurse if your student's vaccinations have been delayed.

- **Diphtheria, Pertussis, Tetanus:** Four doses, with one dose given on or after the 4th birthday, or any five doses are acceptable for school enrollment. For pupils at their 7th birthday, who have not completed these requirements, three doses of Td or any previously administered combination of DTP, DTaP and DT which equals three does is acceptable.
- **Tdap:** Any student **entering 6th grade** must receive the Tdap vaccine before the first day of school.
- **Polio:** Three doses, with one given on or after the 4th birthday, or any four doses of Inactivated Polio Vaccine (IPV) or Oral Polio Vaccine (OPV) is acceptable.
- **Measles:** Any child over one year old must receive two doses of live Measles-containing vaccine before entering kindergarten. Document laboratory evidence of measles immunity will be accepted.
- **Rubella:** One dose of live Rubella-containing vaccine administered on or after the first birthday is acceptable for school enrollment.
- **Mumps:** One dose of a live Mumps-containing vaccine administered on or after the first birthday is acceptable for school enrollment.
- **Varicella:** One dose on or after the first birthday, laboratory evidence of immunity, physician's statement, or a parental statement of previous varicella disease (chickenpox) is acceptable.
- **Haemophilus B (Hib):** Children between the ages of 2 and 11 months should receive two doses. After the first birthday, a minimum of one dose of Hib vaccine is required.
- **Hepatitis B:** Students enrolled in kindergarten to 12th grade should receive three doses of the Hepatitis B vaccine. If the student is between 11 and 15 years of age and has not received three doses, they are eligible to receive a 2-dose Hepatitis B Adolescent formulation. Laboratory evidence of immunity is also acceptable.
- **Pneumococcal:** A minimum of two doses are needed for children between the ages of 2 and 11 months. After the first birthday, a minimum of one dose of the Pneumococcal vaccine is needed.
- **Meningococcal:** Any student **entering 6th grade** must receive the Meningococcal vaccine before the first day of school. Students who are 10 years old when entering sixth grade are not required to get meningococcal conjugate vaccine until they turn 11. Within two weeks of the 11th birthday, student must show documentation that they received the vaccine.
- **Influenza:** For children enrolled in child care, pre-school, or pre-Kindergarten on or after 9-1-2008, one dose is to be given between September 1st and December 31st of each year.

Exception: The only exceptions are students who present a medical exemption certificate (which may be obtained from the School Nurse) signed by a physician stating that a child should not receive an immunization for medical reasons. All medical exceptions are subject to annual review to confirm that the medical condition for the exemption still exists. A parent or guardian may also submit a religious exemption certificate (which may be obtained from the School Nurse) stating that immunization conflicts with personal religious principles.

Accident/Illness

Every effort is made to provide your child with a safe school environment. If a student should be injured or ill, the following procedures will be used:

1. Students who become ill or have an accident during school hours should report to the School Nurse or Main Office. If he/she cannot physically go, the teacher shall contact the School Nurse or Main Office for assistance.
2. If the injury or illness warrants, the School Nurse or Main Office will contact the home or emergency contact designated by the parent/guardian **(See Note Below)**.
3. In the event of a serious injury or illness, the nurse will accompany the child to the nearest hospital via ambulance. School authorities will contact the parent/guardian.

*Note: It is extremely important that you complete and return the emergency forms sent home with your child. This information is crucial in contacting you or your designated emergency contact person in an emergency. **Please notify the School Nurse or Main Office any time you have a change in home, work or emergency telephone numbers.***

Insurance

The Paulsboro Board of Education has purchased coverage to protect all students against accidental injury or death occurring during the hours and days when school is in session and while attending school-sponsored and supervised activities. This includes all sports except football. The policy is enforced until the end of the student year.

Medications Taken At School

According to Paulsboro Board Policy, the following guidelines must be adhered to for your child to have medication during school hours:

1. Only those medications which are absolutely necessary to the welfare of your child should be taken at school.
2. Only the School Nurse and/or student's parent/guardian may give medication during school hours.
3. **A physician's note AND parent permission form stating the following:**
 - a. Name of Medication
 - b. Dosage(s), time and method of administration

- c. Length of Administration
4. The medication must be in the **original** prescription or over-the-counter container and brought in by parent/guardian. A student may **NOT** carry medication to school or carry it with him/her during school hours or school function (**See exception below**)

Exception: Self-administration or medication is permissible **ONLY** for those students in need of medication for life-threatening conditions, namely, asthma and severe allergic reaction. Please contact the School Nurse for information.

Communicable Illnesses/Diseases

To prevent the spread of communicable diseases and to insure recovery, parent/guardians should keep children home when they show any of the symptoms below:

- Red eye(s) or discharge from eye(s)
- Sore Throat
- Persistent Running Nose and/or Coughing
- Nausea, Vomiting, or Diarrhea
- Abdominal Pain
- Enlarged Glands
- Earache
- Toothache
- Headache
- Chills and Fever
- Skin Eruption

If a child should exhibit any of the following communicable conditions, he/she will be excluded from school until the condition is resolved and/or a physician's note is provided:

- Pediculosis (Head Lice)
- Scabies
- Ringworm
- Pink Eye
- Measles
- Mumps
- Chickenpox
- Impetigo

Upon returning to school from an absence due to a communicable condition, the child must see the school nurse **prior to** going to his/her classroom

SECTION III - CAFETERIA

Rules & Regulations

All students entering the cafeteria for lunch will do so quietly and orderly. After being served,

students must sit at the tables to which they have been assigned. They will remain seated until they have been dismissed, unless they have permission from the cafeteria aide. A list of rules and regulations follows:

1. All students should be in alphabetical order, by class, and display the proper form of conduction while waiting in the serving line.
2. Students are to be polite and well-mannered when addressing the cafeteria personnel, duty teachers, and aides.
3. Each student must display the proper table manners.
4. Student must remain in a single line while emptying trays
5. Cooperation must be displayed by all students during the entire lunch period.
6. After students arrive in the serving line, cafeteria aides/teachers will have authority over students.
7. No yelling, throwing food, or other misbehavior will be tolerated in the cafeteria at any time.
8. Any students who cannot conform to these rules and regulations will be subject to disciplinary action.

SECTION IV. - STUDENT PROGRESS

Marking Periods/Progress Reports/Report Cards

1st Marking Period: September 6, 2022 - November 9, 2022

- Progress Reports Issued: October 7, 2022
- Parent Conference/Report Cards: November 18, 2022, November 21, 2022, November 22, 2022

2nd Marking Period:: November 10, 2022 - January 27, 2023

- Progress Reports Issued: December 16, 2022
- Parent Conferences/Report Cards: February 2, 2023 & February 3, 2023

3rd Marking Period: January 30, 2023 - March 31, 2023

- Progress Reports Issued: March 3, 2023
- Report Cards Issued: April 6, 2023

4th Marking Period: April 3, 2023 - June 9, 2023

- Progress Reports Issued: May 5, 2023
- Report Cards Issued: June 9, 2023

Online Parental Access

To strengthen communication parents can register for access to their child's grades, attendance and other important information online. Parents must complete the Genesis Parent Portal Access Form, which can be obtained in the Main Office.

1. Parent access to student grades Will Open **Monday September 19, 2022.**
2. Teachers will have two weeks from the date an assignment is turned-in to grade and add the assignment to their Online Gradebook.
3. Parent access to student grades will close at the end of each marking period, until the report card issue date.
4. Parents can also access student attendance records, and can update student contact information through the Genesis Parent Portal.

Report Card Grading

Instructional Grades (A, B, C, D, F)

90 – 100	Excellent A
80 – 89	Above Average B
70 – 79	Average C
65 – 69	Below Average D
64 or Below	Failing F

Special Area Grades (O, S, U)

Outstanding	O
Satisfactory	S
Unsatisfactory	U

CRITERIA FOR HONOR ROLL

High Honor Roll: All A's in Reading, Math, Science, Social Studies, Writing, and Spelling.

Nothing Less than an O or S in Art, Music, Physical Education, World Language or Technology

First Honor Roll: Three A's and Two B's in Reading, Math, Science, Social Studies, Writing, and Spelling. Nothing Less than an O or S in Art, Music, Physical Education, World Language or Technology.

Second Honor Roll: Nothing lower than a B in any area or O or S in Art, Music, Physical Education, World Language or Technology.

CRITERIA FOR PERFECT ATTENDANCE

- No Excused or Unexcused Absences

Exceptions: State Approved Religious Holidays and "Take Your Child to Work Day." You will be required to turn in a note for the Religious Holiday and a letter from the business that the student visited.

Criteria for Retention

A student failing two major subjects (Reading, Math, Science, Social Studies, Spelling, and Writing)

Parents/Guardians will be notified of the possibility of retention of their child by the end of the Second and Third Marking Periods. In rare cases, a student will bring his/her average down to failing during the last marking period and will become a candidate for retention. Should this occur, parents will be notified.

It is good practice for the parents to retain copies of their child's work throughout the year and confer frequently with the teachers to keep abreast of the growth patterns. Parents also should encourage their child to maintain an average of at least a "C" or better and reinforce the need to study and prepare for final exams.

Extra Help

Students are encouraged to seek extra help from their teachers if they do not understand assignments, if the work is too difficult, or if they have been absent and have missed assignments/discussion. They should arrange a conference with their teacher before or after school, or at a time convenient to both during the school day. A teacher may request students to stay after school if it is apparent they are having difficulty with their work. This is not a punishment, but rather a desire of the teacher to help the student progress.

Study Tips

A successful student is self-disciplined, accepts responsibility, and exercises determination. The following study habits usually produce satisfactory academic reports:

Homework Hints

Homework is an important part of the learning process for your child. It provides needed practice and application of skills taught in the classroom, aids in the development of responsibility and organization skills, and extends opportunities for creative and research based activities. The successful completion of homework assignments sometimes may depend on a student receiving assistance from a parent. Parents can help in both general and specific ways. The following are some homework hints:

1. Your child will be provided with an assignment book to record homework. Check this assignment book daily.
2. Provide a place to study that is quiet, well lighted, and has adequate workspace.
3. Have paper, pencil, dictionary, and any other needed supplies handy.
4. Set specific study times, and try to stick to the schedule. However, there will be time when other activities will interrupt.
5. The TV and radio should be off during study time.
6. Check with your child daily to see if homework has been assigned.
7. Check periodically to see if your child is doing the homework correctly.

8. Make sure homework is done neatly and on time.
9. Motivate your child by using positive remarks and techniques, rather than negative ones.
10. Show interest in your child's homework by discussing the assignment and related materials.
11. Help your child with drill and review assignments. Use flashcards, notes, etc. Have your child answer questions about the assignment.
12. Encourage your child to study for a test over several days. "Cramming" for an exam is generally not successful, and does not replace learning that should take place over days or weeks.

Take the time necessary to help your child develop good homework habits. As your child becomes more competent, you will not have to spend as much time helping with the homework.

SECTION V – SPECIAL PROGRAMS

Basic Skills Programs

The Board of Education, in addition to the basic instructional programs, provides a supplemental program for those students whose proficiency in basic skills fall below state/local standards. The supplemental program provides a positive learning experience for students who are in need of additional instruction in the subject areas of reading, language, and math.

Response to Intervention Program (RTI)

Students who are struggling academically during the school year may receive academic support through the RTI Program. Students participating in the RTI Program will receive support via one of three tiers. Tier 1 support will be provided through differentiated or modified instruction in the general education classroom, Tier II support includes small group support in a regular classroom setting, and Tier III support includes more intensive small group or individual instruction, which will typically be done via pull-out instruction.

Special Education Services

The Paulsboro Board of Education provides services for those children in need of special education programs. Eligibility for such services is determined by the district's Child Study Team (CST) in accordance with both Federal and State mandates.

Children exhibiting learning and/or behavior difficulties are referred to the CST for a comprehensive evaluation. Referrals may be made by teachers, other professional personnel or parents. The referral usually follows other types of remedial programming which have been unsuccessful.

The basic CST is composed of a social worker, school psychologist, and learning disabilities teacher/consultant. The services of the basic team are augmented by speech therapists, physicians,

neurologists and psychiatrists if necessary.

Gifted & Talented Program

Students who are identified receive supplemental instruction requiring higher level thinking. This can be accommodated within the regular classroom or may be a pull-out program.

SECTION VI – STUDENT INFORMATION

Books

The Paulsboro Board of Education purchases books for all students in the District. These books are loaned to students and should be cared for properly. Students who do not take care of loaned books will be subject to a fine for damaged books and will be responsible for the full price of any lost book.

Technology Equipment

Students will be assigned a district issued chromebook for instructional use throughout the school year. These computers are loaned to the students and should be cared for properly. Students who intentionally damage or misuse a district issued technology device will be prohibited from using a device and/or will be subject to a fine for damaged or lost device.

School Supplies

Parents are responsible for providing their child with school supplies. A list of recommended school supplies will go home with students with their final report card. You can obtain the list at any time from our website or from the main office.

Emergency Management Procedures

The following rules are to be followed by all students during emergency management procedures. Any student who fails to follow these rules should expect disciplinary action.

1. Students should remain quiet throughout Emergency Management Procedures
2. Students must walk at all times when leaving and entering the building.
3. Students are to be in organized lines when they leave and enter the building.
4. If in the corridor, students are to walk quickly to the **nearest exit or classroom**.

Playground Procedures/Guidelines

Teachers and aides stress and **enforce safety at all times**. During Lunch Recess aides are in the designated areas with the children. Students are expected to adhere to the following rules during lunch recess:

1. No food, beverages, and/or gum on the playground

2. Pencils, paper, scissors, and books are permitted in the Reading Garden only.
3. Children are not to return to their classroom for any reason without adult supervision.
4. Children are to use the lavatory facility **prior to and after lunch**, escorted by an adult.
5. Children should be properly clothed for the weather when going to the cafeteria.
6. Teachers are to use their discretion, but no child is to be permitted on the playground if a possible health hazard exists. These children are to be sent to the Nurse's office; the Nurse will contact the parents regarding protection from the weather.
7. Only in emergencies are children allowed to enter the building from the playground, and must have adult supervision.
8. Games on the Playground
 - a. No rough games are permitted
 - b. Jump Rope is permitted, but Crack-The-Whip is not.
 - c. A game of toss is permitted.
 - d. No hats, coats, gloves, etc. are to be stolen and used as a game object.
 - e. Wall Ball is not permitted.
9. Children are to line up quietly by classrooms when the whistle is blown and walk quietly in a single file line. Hats are to be removed upon entering the building.
10. Students requested by their teachers to return to the classroom for make-up work, etc., will be given a note for the cafeteria aide and will be met by their teachers at the designated floor.
11. Children are encouraged to put trash into the trash cans that are provided.

STUDENT RESPONSIBILITIES – GENERAL RULES AND REGULATIONS

1. When students arrive at school they are to report directly to their homeroom assignment.
2. **Outer coats and hats** are **NOT** to be worn during class time, unless there are extenuating circumstances, i.e. no heat in the building.
3. Students should not be out of the classroom without a pass.
4. Students are expected to move quietly and quickly through the halls. When changing classes, they are expected to stay to the **right side** of the corridors.
5. Cigarettes and matches are not permitted in school or on school property.
6. Possession or use of drugs and alcohol on school property is prohibited.
7. Any object construed as a weapon will be confiscated.
8. Gum is **NOT PERMITTED**.
9. Candy or food in class is not permitted.
10. Profanity or obscene language is not permitted.
11. Throwing or shooting of any object or in any way causing any object to travel through the air is forbidden. Such activity frequently involves danger to sight or hearing or may in other ways inflict injury. This includes the throwing of pencils, erasers, books, snowballs, food in the cafeteria, etc.
12. Students are forbidden to vandalize school property.
13. No student is to leave the school grounds without permission.
14. When playing on school grounds, students must play in approved areas under the

supervision of teachers or aides.

SECTION VII – STUDENT DRESS CODE

The Paulsboro Board of Education hereby adopts a mandatory school dress code policy for students in grades Pre-K through twelfth. A school dress code is a positive and creative way to reduce discipline problems, prevent future discipline problems from occurring, and increase school safety. The Board firmly believes dress code enforcement begins at home. Parents/Guardians have the primary responsibility to ensure that their children understand and adhere to the Paulsboro Public Schools' dress code, and arrive at school appropriately dressed and groomed.

The Paulsboro Board of Education believes that the personal appearance of an individual begins with tasteful dress, cleanliness, and common sense. Appropriate dress is instrumental in creating a feeling of pride on the part of Paulsboro students resulting in better behavior, greater school spirit, and higher academic achievement.

Specific Guidelines:

All students should take pride in their appearance and must dress properly in accordance with the following:

1. Sleeveless tops shall not be permitted. All tops are required to have some type of sleeve that fully covers the student's shoulder, as well as his/her upper part of the arm. A sleeveless sports jersey may be worn, as long as it is worn with a shirt and/or t-shirt, with sleeves under it.
2. Tops, such as bare midriffs, crop tops, halter tops, tank tops, transparent tops that may include but not be limited to mesh, chiffon, or other clothing that is revealing, and/or tops that expose a student's cleavage, shall not be permitted. Clothing, such as flannel pants and pajamas, that is designed primarily for use as sleepwear, loungewear, and/or undergarments, shall not be permitted.
3. Clothing that displays words and/or symbols, that is either suggestive, obscene, depicts inappropriate symbolism, or which may be disruptive of normal proceedings, shall not be permitted. Such displays shall include, but not be limited to the following: alcohol, bigotry, drugs and/or substance abuse, gang membership, profanity, satanic or similar type of ornaments, sex, slander, violence, weapons, etc.
4. All pants, jeans, skirts, skorts, and shorts of the appropriate size, length and fit (not skin tight) for the students and worn properly at the waist (shorts minimum size inseam 5") no spandex, slitted, mesh, baggy cargo type* Bell bottom pants will be permitted. No holes, tears or cuts in bottoms, no mini skirts. * Cargo pants are defined as loosely cut pants designed for tough outdoor activities distinguished by one or more cargo pocket.
5. All pants, jeans, skirts, skorts, and shorts must be worn properly at the waist. No students shall

be permitted to wear sagging pants that causes exposure of the student's undergarments.

6. All skirts, skorts, and shorts must be of proper length (i.e., equal to a student's fingertips when his/her arms are placed by his/her sides).
7. Tights or leggings may be worn only when accompanied with an appropriate top/shirt, which must be long enough so that it extends beyond a student's fingertips when his/her arms are placed by his/her sides.
8. Head coverings shall not be permitted unless worn for religious and/or medical purposes. Such head coverings that are not permitted include: bandanas, caps, combs, curlers, doo-rags, hats, headbands, hoods, picks, sweatbands, etc. Students may wear such head coverings upon arriving to and departing from school; however, such head coverings are not to be worn or carried throughout the school day.
9. Acceptable shoes must be worn at all times. Flip-flops and/or slippers shall not be permitted. A student's choice in shoes should not interfere with safety standards (i.e., science labs, woodshops, etc.).
10. Outerwear, such as coats, hats, gloves, scarves, hoodies, etc., shall not be permitted to be worn during the school day. Students may wear such outerwear upon arriving to and departing from school.
11. Students shall not be permitted to wear any of the following during the school day: sunglasses (unless medically approved by a physician); metal/rope chains, spikes, or related items; and long or excessive chains or straps of any kind.
12. Armbands and/or buttons may be worn, unless the manner of expression materially and substantially interferes with the orderly operations of the school.
13. For Grades Pre-K through 6 – students may wear such clothing worn while actively participating in physical education class, such as sweatsuits, etc., during that school day that the student participates in physical education class.
14. For Grades 7 through 12 – physical education attire, such as sweatsuits, etc., may not be worn during the school day. Students are only permitted to wear such clothing during physical education class. Students shall be responsible for bringing another change of clothes that adheres to the dress code as set forth above to wear before and after physical education class.
15. Students attending school functions shall not be permitted to participate in the same unless they adhere to the dress code policy as outlined above.
16. Students attending an award or recognition ceremony are expected to dress appropriately. Male

students are expected to wear dress shirts, ties, and pants. Female students are expected to wear a shirt with pants, or dress. Students who do not dress appropriately will not be permitted to participate in said award or recognition ceremony. School administrators reserve the right to make the final decision as to the appropriate nature of the clothing/item or message displayed, and whether the student may participate in said award or recognition ceremony.

As the dress code as set forth above cannot fully predict all circumstances, the Board provides the building principal or his/her designee with the authority to determine, on a case-by-case basis, whether a student's dress is appropriate for the educational environment. Moreover, there may be exemptions to the dress code as set forth above (e.g., during Spirit Week, special Holidays, etc.) – again, this shall be at the building principal or his/her designee's discretion. Students found to be in violation of the dress code as set forth above will first be given the opportunity to change their clothes, call a family member to bring a change of clothes to school, or borrow clothes from a friend. In the event said student cannot change his/her clothes, he/she will be required to change into a clothes provided by the school until the end of the school day, at which time he/she will be permitted to change back into his/her clothing.

SECTION VIII – DISCIPLINE

The school's main concern is the education and safety of your child. In order to ensure that this takes place, all students must obey the rules and regulations that have been established by the school. When a child fails to follow the established school rules, a reprimand, detention, or suspension may result, depending on the severity and/or frequency of the incident. Please encourage your child to follow all the rules and regulations that have been established so that the effectiveness of our educational program can be maximized.

Code of Conduct

For ourselves and others: As a member of the school community, I will do my best to make a positive contribution. Therefore to show respect for myself and others I will:

- Dress appropriately for my environment and activity, so as not to embarrass, distract, or disrespect myself or others;
- Avoid the use of illegal or harmful substance that is in violation of school policy and/or law;
- Present myself in a positive manner, understanding that other people will form impressions of my character and values by observing how I behave and speak;
- Not purposely hurt, offend, verbally attack, humiliate, or belittle another person, even though I may disagree with his/her beliefs, choices and/or behaviors.

For Authority: To show respect in attitude and language to those in positions of authority, I will:

- Choose appropriate words
- Act and speak in a positive manner
- Avoid insubordinate behavior
- Question in a respectful manner

For Surroundings: I will respect our school and community property. I understand the importance of respecting the possessions of others. Therefore, to show this respect, I will:

- Properly dispose of trash/waste, recycle when appropriate, and avoid any action which unduly contributes to pollution
- Not damage, deface, destroy or vandalize any community, school, or individual property
- Not take things that belong to others.

Responsibility

As a reliable person in the school community, I will accept responsibility:

- For myself in what I do, say, and in choices I make
- To treat others as I would like to be treated
- To adhere to the Codes of the Paulsboro School District to maintain a safe and healthy learning environment.

Honesty

I will approach all that I do in a sincere and honest manner. In an effort to uphold my integrity and demonstrate my reliability, I will:

- Do my own work, understanding that copying and cheating are forms of plagiarism
- Work cooperatively with others, and not take their ideas or work and present either as my own
- Act in a trustworthy manner, neither lying nor intentionally misleading another.

Accountability

I understand that the Codes of the Paulsboro School District are necessary to maintain a positive learning and working environment, and if I fail to follow these Codes, I will accept the consequences.

Student Behavior

Just as the laws are made in society to protect the rights of its citizens, rules and regulations are established in the Paulsboro Schools to secure the best possible education for all attending students. Those students who are unable to follow the established rules and regulations deprive other students of an education and will be subjected to disciplinary action. The disciplinary action will be a detention, parent, conference, or out-of-school suspension. Any type of **Suspension will require a mandatory parent conference** with the Principal or his/her designee before the student may return to school.

General Standards of Conduct

1. Health and Safety

- a. Running, shoving, and other forms of rowdiness often cause accidents and are prohibited. Students are to walk in the halls and on the stairways.
- b. To improve hall traffic, students are to keep right, and keep entrances and exits clear.
- c. Fire Drills are required to ensure emergency readiness. Students are to remain quiet and orderly during drills.
- d. Food shall be eaten only in designated areas, and students are to leave tables and the surrounding area clean.
- e. There shall be no chewing of gum.

2. Difference of Opinion

- a. Physical attacks or verbal threats against faculty or staff members or fellow students are unacceptable. Such behavior shall result in disciplinary action.
- b. Use of profanity is not acceptable. Such behavior will result in disciplinary action.

3. Classroom Conduct

- a. It is a student's responsibility to arrive at school on time, and refrain from talking after
- b. It is the student's responsibility to come to class prepared for the period's activities. In other words, he/she must bring textbooks, pencils, paper, notebooks, and other education materials needed for class.

4. Care and Use of Public Property

- a. Students are responsible for taking care of textbooks, workbooks, library books, and personal belongings.
- b. Students and parents of guardians may be held financially responsible for damage to desks, walls, equipment, and other school property. Students responsible for damage may also be subject to disciplinary action.
- c. To keep the building and grounds clean and attractive, food and drinks shall be consumed only in designated areas during authorized eating breaks.

5. General

- a. No student will be permitted to leave school without a parent or guardian coming into the Principal's office and signing the student out.
- b. No student shall be in the Principal's Office or outer office at any time except on official business.
- c. No student will be permitted in the hallways during classes without proper permission and a pass.
- d. No one will be permitted to use cough drops, take medication, etc. unless this is properly registered with our school nurse and is monitored by her.

6. Other Infractions Not Condoned

- a. Tardiness
- b. Truancy
- c. Fighting
- d. Assault and Battery on another peer
- e. Use of profane, Obscene, Abusive, or Threatening Language or Gestures toward peers.
- f. Stealing
- g. Disruption of Classes
- h. Misbehaving in Cafeteria or Playground

LOUDENSLAGER ELEMENTARY SCHOOL DISCIPLINARY INFRACTIONS/CONSEQUENCES MATRIX

The student code of conduct contains a listing of infractions, teacher responses, and consequences. However, it is not all inclusive or conclusive. The Administration shall administer discipline to all other offenses that are in violation of accepted standards of conduct for students in elementary school as they deem appropriate to the situation. ***The below matrix is to be used only as a guide, and school administration will have the authority to exercise good judgment based on the severity and circumstances surrounding each situation.***

	<u>INFRACTION</u>	<u>TEACHER RESPONSE</u>	<u>OFFENSE #</u>	<u>ADMINISTRATIVE RESPONSE</u>
1.	Disruptive/Uncooperative Behavior in Classroom	Parent Communication Guidance Referral Teacher-Held Detention	1 2 3 4 5+	Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day) After School Detention (2 Days) Out of School Suspension (2 Days)
2.	Disrespectful Statements	Parent Communication Guidance Referral Teacher-Held Detention	1 2 3 4 5+	Administrative Warning Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day) Out of School Suspension (1 Day)
3.	Threatening Statements	Refer to Administration	Any	Threat Assessment Parent Communication Discipline Based on Severity and Intent

				of Threat.
4.	Inappropriate Gesture/Remark	Refer to Administration	1 2 3	Lunch Detention (2 Days) After School Detention (2 Days) Out of School Suspension
5.	Use of Profanity - General	Refer to Administration	1 2 3	Lunch Detention (2 Days) After School Detention (2 Days) Out of School Suspension (1 Day)
6.	Use of Profanity Toward Staff	Refer to Administration	Any	Out of School Suspension (2 Days)
7.	Leaving Classroom Without Permission	Parent Communication Guidance Referral Teacher-Held Detention	1 2 3 4	Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (2 Days) Out of School Suspension (1 Day)
8.	Inappropriate Physical Contact (Tripping/Pushing)	Use Professional Judgment. Issue Warning or Refer to Administration Based on Severity.	1 2 3 4+	Lunch Detention (1 Days) Lunch Detention (2 Days) After School Detention (2 Days) Out of School Suspension (2 Days)
9.	Fighting/Assault	Refer To Administration	1 2 3+	Out of School Suspension (2 Days) Out of School Suspension (4 Days) Out of School Suspension (5 Days)
10.	Cutting Detention	Parent Communication Reschedule Detention Refer to Administration	1 2 3 4+	Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day) After School Detention (2 Days)
11.	Shooting/Throwing Objects	Use Professional Judgment. Issue Warning or Refer to Administration Based on Severity.	1 2 3 4 5+	Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day) After School Detention (2 Days) Out of School Suspension (1 Day)
12.	Dress Code Violation	Use Professional Judgment. Issue Warning or Refer to Administration Based on Severity.	1 2 3 4+	Written Warning Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day)
13.	Inappropriate Bus Behavior	Refer to Administration	1 2 3+	Written Warning Lunch Detention (1 Day) Lunch Detention (2 Days)
14.	Possession of Weapons, Explosives, Fireworks	Refer to Administration	Any	Out of School Suspension (5-10 Days) Police Report Filed Possible BOE Expulsion Hearing
15.	Possession/Use of Alcohol, Drugs, Drug Paraphernalia, or other items presenting endangerment to self or others.	Refer to Administration	Any	Out of School Suspension (5 Days) Police Report Filed Referral For Drug Testing

16.	Lateness to School	Mark Lateness in Genesis Student Database System.	1-2 3 4-10 11-15	Warning Letter Sent Home Lunch Detention (1 Day), Letter Lunch Detention (2 Days), Parent Conference, and Court Referral
17.	Inappropriate Use of School Emergency Alarm or Equipment (Including but not limited to Fire Alarm & Lockdown Alarm)	Refer to Administration	Any	Out of School Suspension (2 Days) Police Report Filed
18.	Vandalism	Refer to Administration	Any	Make Repairs/Restitution Detention or Suspension Based on Severity of the vandalism.
19.	Stealing	Use Professional Judgment. Issue Warning or Refer to Administration Based on Severity.	Any	Parent Conference Detention or Suspension Based on Severity. Police Report Filed Based on Severity.
20.	Propping or Opening Exit Doors	Refer to Administration	1 2 3 4+	Warning & Parent Conference Lunch Detention (2 Days) After School Detention (2 Days) Out of School Detention (2 Days)
21.	Simple Misconduct (Including but not limited to; lunchroom misconduct, refusal to participate, public displays of affection, refusal to complete a school-based protocol, etc.)	Use Professional Judgment. Issue Warning or Refer to Administration Based on Severity.	1 2 3 4+	Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day) After School Detention (2 Days)
22.	Severe Misconduct (Including but not limited to; insubordination, disrespect, harassment, bullying, unacceptable use of the computer)	Use Professional Judgment. Issue Warning or Refer to Administration Based on Severity.	1 2 3 4 5+	Lunch Detention (1 Day) Lunch Detention (2 Days) After School Detention (1 Day) After School Detention (2 Days) Out of School Suspension (2 Days)

** On all suspensions, parents are to be called to inform them of the infraction – if a phone is in the * home. On all suspensions, a suspension letter will be given to the student to take home. Parents will be required to meet with the Principal upon their child's return to school.*

Teacher Responsibilities

Exhaust all avenues as stated in the teacher's discipline plan.

1. Reprimand
2. Teacher Detention
3. Parent Contact

Write an office referral – completely fill out the form stating specific dates, details of the incident

and steps taken to date to rectify the situation.

Controlled Dangerous Substance

The Paulsboro Board of Education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession and distribution of controlled dangerous substances on school property.

The administration reserves the right to search/seizure when there is reasonable belief that some material or matter which is detrimental to the health, safety, and welfare of the student(s) exists.

Emergency situations may necessitate a search/seizure with or without the student's knowledge or consent. Wherever possible, the student should be aware of and involved in a search of property assigned to him/her. In the absence of a student, a second party shall witness any search.

SECTION IX - COMPUTER USAGE

The Paulsboro School District provides a district-wide computer network for instructional purposes. This includes links among all district schools and a connection to sites outside the district including the "Internet" and its major component the "World Wide Web."

Electronic information is often much more current, less expensive and easier to access the conventional sources. At your child's fingertips are links to businesses, major universities, national libraries and other sites. Your child can also communicate with experts in various fields of study, professionals working with students and other students throughout the world.

At the same time there are potential hazards.

While our staff makes every effort to avoid misuse of the Internet, students may receive offensive communications and may access material that is not appropriate. As with other methods of communication, there are opportunities with computer networks for students to create and distribute inappropriate materials and to conduct themselves in ways that are unacceptable.

While Paulsboro Public Schools have taken reasonable precautions to eliminate controversial materials from its network system it is impossible for the District to restrict access to all controversial materials that exist outside its networks. Any inappropriate use of the district-wide computer network by the student will result in appropriate disciplinary action taken by the school.

SECTION X. - PARENTS AS PARTNERS

Parents play an important role in developing a child's attitude toward attending school

- Show that you have a positive attitude toward school attendance.
- Allow your child plenty of time in the mornings to get ready for school.
- Make every effort to schedule doctor, dentist, and other appointments before and after school hours.
- Refuse to write excuses for anything other than legitimate absences.

- Refuse to view tardiness as acceptable behavior and discourage early check-outs.
- Plan Family Vacations in accordance with the school calendar as much as possible.
- If you know in advance that your child must be absent, notify the teacher and make sure that your child understands his/her responsibility for making up missed work.
- Talk to your child about responsibility and the need to develop good work habits and positive attitudes.
- Use good judgment. Don't send a child to school who is really ill.

Paulsboro Public Schools involve parents in the decision making process to plan and implement a parental involvement program and activities to help improve student academic achievement and school performance. ***Our parent involvement policy is available on our district website.***