



Betty McElmon Elementary

West Long Branch Public Schools

PARENT & STUDENT  
HANDBOOK  
2022-2023

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## *A Message from the Principal...*

It is with great anticipation and excitement that I welcome you and your child to Betty McElmon Elementary. Our building is home to approximately 320 students in grades Pre-K through Four. We have caring and dedicated staff members that are committed to helping every child build a solid foundation of the basic skills.

Our school offers a dynamic educational program that will help you develop to the best of your ability. Each classroom is equipped with state of the art technology that makes learning fun and exciting. As you progress through elementary school, our teaching staff is here to be supportive and nurturing. Equally important, they will help teach everyone about the important values of respect and responsibility.

It is important that you come to school every day and work to the best of your ability. This will help you develop to your fullest potential and build a solid foundation for future learning. As you come to school each day for new learning experiences, always remember that BME is “The Place Where I Can “**B-ME.**”

If you have any questions or concerns that arise throughout the school year, please feel free to speak to your teacher or me. On behalf of the Betty McElmon Elementary community, please accept my best wishes for an educationally enjoyable and productive school year.

Sincerely,

*James J. Erhardt*

James J. Erhardt  
Principal, Betty McElmon Elementary

## TELEPHONE NUMBER

### BME MAIN OFFICE

Phone Number: (732) 222-5900

Main office Ext: 1250 or 1251

## SCHOOL HOURS OF OPERATION

### REGULAR SCHOOL HOURS

Kindergarten - Fourth Grade	8:25 am – 3:05 pm
Preschool (Morning Session)	8:50 am – 11:20 am
Preschool (Afternoon Session)	12:50 pm – 3:20 pm

Supervision is available at 8:20 A.M. For the safety of children, parents/guardians are reminded to please not arrive at school before 8:20 A.M.

### HALF-DAY SCHEDULE

Kindergarten - Fourth Grade	8:25 am – 12:45 pm
Preschool (Morning Session)	8:50 am – 10:35 am
Preschool (Afternoon Session)	11:00 am – 12:45 pm

Lunch will not be served on half-day sessions.

### DELAYED OPENING

Kindergarten - Fourth Grade	10:30 am – 3:05 pm
Preschool (Morning Session)	10:50am – 12:20 pm
Preschool (Afternoon Session)	1:50 pm – 3:20 pm

All students will report to their regular classes. Transportation will be provided on a delayed basis. Buses will make their regular runs 1-½ hours later.

### EMERGENCY CLOSING PROCEDURE

In the event of inclement weather, a decision may be made to close school. This is done based upon weather reports and in consultation with the West Long Branch Police Department. The Superintendent will make the decision to close school. Special

announcements confirming the close of school will be made on the district's automated telephone system (Realtime Instant Alert), website ([www.wlbschools.com](http://www.wlbschools.com)), Twitter (@BME\_Principal), and announced on the following radio station:

### THE POINT (94.3) FM

It is sometimes necessary to close school early and send all students home. This is done if a severe storm or emergency develops during the school day. The PTA sponsors a telephone chain, implemented by the parent classroom representatives, to notify parents in the event of such an emergency. Parents/guardians need to be prepared for such situations. Please insure that an emergency contact number and a current cell phone number are provided. If you will not be at home, prepare your child for an early dismissal possibility by creating and discussing an alternative destination. Children with no supervision at home will be kept at school.

## ATTENDANCE

### SCHOOL ATTENDANCE

If your child is absent for any reason, you must call the school at (732) 222-5900, Extension 1251. Please state your child's name, grade, teacher, and reason for absence. Upon return, you should send a note explaining the reason for the absence. If your child is absent because of a communicable disease or infection, please notify the school nurse as soon as possible. If the absence is for an extended period of time due to illness, a doctor's statement should be sent to school. **Class assignments during an illness will be provided after two consecutive days.** Please leave a message on the classroom teachers' voicemail by 12:00 Noon if you wish to pick up work for your child.

In the event of a non-health related absence, parents/guardians assume responsibility for the educational needs of their child during the absence. Students going on vacation will not be provided with assignments in advance. Upon return, the teacher will provide basic information regarding missed assignments and students will be given the opportunity to make up any major tests that were missed. No pupil who is absent from school because of a religious holiday may be deprived of any reward of eligibility or opportunity to compete for any award because of such absence. **Any absence due to a religious holiday or Take Your Child To Work Day must be recorded as an excused absence, but a note from the parent/guardian is required.**

### RELIGIOUS HOLIDAYS

The State Board of Education adopted a resolution regarding the list of religious holidays permitting pupil absence from school for the 2022-2023 school year. The list can be found on the department's website listed below.

- ✓ <https://www.nj.gov/education/holidays.shtml>

## **EXCESSIVE ABSENCE**

Board of Education Policy requires that a pupil must be in attendance for 162 or more school days in order to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned. If a student is absent for 15+ days in a school year, they are considered to be chronically absent by the State Department of Education. Parents/Guardians will be notified in writing in an attempt to improve attendance. If attendance does not improve from this effort, the case may be brought to the attention of the Superintendent.

## **TARDINESS**

If a student is late for school (arrives after 8:35 AM), a written late slip is required for the student to enter. The PTA provides note pads to parents/guardians for this purpose. A parent/guardian must walk a child into the office if they are late. Please do not drop off students to walk into the building unattended. Excessive tardiness effects school performance, especially in the primary grades when teachers make maximum use of morning instructional time. Individual cases of excessive tardiness (10 or more) will be handled individually through the Principal's office.

## **CALL BACK SYSTEM**

BME has a student attendance call back system to notify parents/guardians if students have not arrived at school. Parents/guardians are required to notify the school by 8:30 A.M. to report a child's absence because of illness or other personal reasons. The telephone number is (732) 222-5900, Extension 1251.

# *COMMUNICATION*

## **OPEN COMMUNICATION**

Open communication is a very important part of your child's education and the staff at BME is eager to assist you to insure an effective educational program. The school provides voicemail to each classroom teacher. The teacher will provide his/her extension to you in September. You are encouraged to use this system to communicate with the teacher on a regular basis. Messages can be left on the voicemail and the teacher will return the message during a preparation period or before/after school hours. **All concerns should be brought to the classroom teacher first.** If you are not satisfied with the resolution, please call the Principal.



## **PARENT/GUARDIAN VOLUNTEERS**

Parents/guardians are welcome to volunteer to assist in the many programs in our school. Furthermore, the PTA and Education Foundation offer several opportunities for school-wide programs or you may contact your classroom teacher to ask how you can be of assistance in the classroom. Volunteers working in the classroom are reminded of the importance of confidentiality and punctuality. It is imperative that all volunteers understand the importance of assisting the teacher and following his/her directions.

## **PARENT-TEACHER CONFERENCES**

Individual parent-teacher conferences are scheduled in November & March for each student. This time is used to discuss your child's progress in school. Additionally, it will assist you in working together with the teacher to make your child's school experience successful. Spring conferences are also scheduled. This is an opportunity to discuss progress and to set realistic goals for the next school year. Parents/guardians may request a conference with any teacher at any time during the school year. Parents/guardians are encouraged to use this opportunity to establish positive communication between home and school.

**SCHOOL WEBSITE** (<http://www.wlbschools.com/bme/site/default.asp>.)

Betty McElmon Elementary has a website that provides an overview of the school district and updated information about programs, events, and school closings. Individual classroom websites are also posted. Each classroom teacher will post information related to lessons, homework, and activities on the website for your information. Furthermore, a virtual backpack is available on the website. All flyers and information sent home with your child is added to the virtual backpack. Please check this site regularly to insure receipt of important information.

## ***CURRICULUM & INSTRUCTION***

**WEBSITE** (<https://sites.google.com/wlbschools.com/wlbcurriculuminstruction/home>)

The Office of Curriculum & Instruction website provides information on curriculum and program offerings that are aligned to the New Jersey Student Learning Standards.

## **ADEMICALLY TALENTED (AT)**

Students in Third and Fourth grade have the opportunity to participate in an enrichment program (AT) that challenges those who demonstrate high potential in Mathematics or Language Arts. Students are identified as academically talented by a variety of measures: SAGES test scores, standardized test scores (NJSLA), progress report grades, teacher recommendation, parent/guardian recommendation, and student self-nomination. Parents/guardians that are interested in more information about nominating their child should contact the Principal.

## ENGLISH LANGUAGE ARTS

Betty McElmon Elementary has implemented a balanced literacy approach to language arts literacy instruction. The heart of balanced literacy is guided reading. During guided reading, teachers meet with small groups of students to provide instruction at their level. During the school year, teachers administer three formal benchmark assessments using the Fountas & Pinnell Benchmark Assessment System. Teachers assess the oral fluency and reading comprehension of students to determine their independent reading level and form guided reading groups. This allows our staff to teach students within their Zone of Proximal Development. Additionally, grades K-2 utilize the Foundations word study program that includes an intervention period three (3) times per week for students not reaching 80% proficiency on unit assessments. Lastly, third and fourth grade teachers utilize IXL, which is an on-line assessment program to identify student weaknesses for targeted ELA and math instruction. With regard to writing, teachers administer between three and four writing tasks tied to narrative, opinion, informative, and short constructed response items.

## HOMEWORK

Homework/reinforcement assignments play an important role in the academic development of students. It provides an opportunity for students to learn responsibility and to broaden, deepen, and reinforce knowledge gained in the classroom. Generally, homework is assigned four days per week, excluding long-term projects. Homework is generally posted in the classroom and each student is provided with a planner in which to record assignments daily. Homework is also posted on the classroom website. The students are responsible for packing the needed supplies to complete an assignment. Each student receives a folder marked HOME/SCHOOL in which to bring important papers home. Papers placed on the HOME side remain at home and papers placed on the SCHOOL side need to be returned to school. If a child forgets a book or paper, they will be given one additional day to make up assignments. ***Please do not have children return to school for forgotten items.*** The following homework times are suggested by grade level. These times do not include leisure reading or long-term assignments:

Grade K	not to exceed 10 minutes
Grade 1	not to exceed 20 minutes
Grade 2	not to exceed 30 minutes
Grade 3	not to exceed 40 minutes
Grade 4	not to exceed 50 minutes

## MATHEMATICS

Betty McElmon Elementary School utilizes the enVision Mathematics program, which is rooted in problem based learning. The program engages students through interactive learning aids and video tutorials as well as personalized practice with immediate feedback. The organization focuses on the New Jersey Student Learning Standards,

giving students time to dive deeper and make connections. This coherence and rigor promote critical thinking and higher achievement.

During the school year, K-1 teachers will administer formal enVision 2.0 mathematics benchmark assessments by topic (e.g. 1-4, 1-8, 1-11/12, 1-14/15) to assess student understanding of the New Jersey Student Learning Standards. This allows our staff to teach students within their Zone of Proximal Development.

## **MEDIA CENTER**

The district's media center is located in the link. The media center is available to students in grades PK-4. Students are encouraged to borrow books from the library and to be responsible for their timely return. When a regular class is not scheduled in the library, a teacher may request that a class use the library for research or reading. The student is responsible for the loss or damage of any library book. Therefore, they must pay for library books and/or materials that are lost or damaged.



## **SPECIAL SUBJECTS**

**ART** is offered once per week to students in grades Kindergarten through Four. The art program gives children the opportunity to experience several mediums and provides activities that allow the children to be creative. Students should bring an adult size T-shirt as a cover-up for projects.

**MUSIC** is offered one time per week to students in Kindergarten through grade four. The music program provides the opportunity for students to learn about song, rhyme, melody, instruments, and movement. Students in grade three are introduced to Pre-recorders.

**PHYSICAL EDUCATION** is given to students in kindergarten through grade four twice per week. Physical Education focuses on coordination, perceptual motor skills, motor planning, listening, and problem solving. Team sports are traditionally introduced in the upper grades. Students must wear sneakers to participate in class and clothing appropriate for exercise is suggested on PE days.

**COMPUTER INSTRUCTION** is given to students in Kindergarten through grade Four once per week. BME is wireless and laptop computers are available for use in the classroom. Students in kindergarten through fourth grade are 1:1 with Chrome books. All classrooms are wired to the Internet and have projection televisions/VCRs and either SMART Boards or interactive displays to enhance instructional lessons. The West Long Branch School District has an **ACCETABLE USE POLICY FOR DISTRICT TECHNOLOGY** that must be signed by the parent/guardian and child. This policy is for student protection.

**SPANISH** is offered to students in Kindergarten through grade three once per week. Students in fourth grade receive Spanish instruction twice per week. The New Jersey Student Learning Standards mandates World Language instruction for all students. The program is geared to conversational Spanish and an introduction to the Spanish cultural.

**MEDIA CENTER** (Library) instruction and story time are offered to students in Pre-Kindergarten through Fourth grade once per week (20 minutes Browse and Borrow). Students in kindergarten through fourth grade may also borrow books for pleasure reading or research projects. Teachers may also sign up to use this space for research or projects.

## **STANDARDIZED TESTING**

Standardized testing is administered to students beginning in Third grade. During the 2022-2023 school year, third and fourth grade students are required by state law to take the Start Strong (Grade 4 only) and New Jersey Student Learning Assessments. These tests measure your child's performance in relationship to the New Jersey Student Learning Standards. The classroom teacher and administrative team review results of this test in an effort to improve instruction. Test results are also used to identify students that may be in need of assistance through the intervention program. Moreover, they are recorded in the students' permanent record files. Results are generally received in the summer months and mailed to parents/guardians in the fall.

## ***EXTRA-CURRICULAR ACTIVITIES***

### **BOOKS AND BEYOND PROGRAM**

Books and Beyond is an exciting recreational reading program designed to increase parent/guardian involvement in their children's reading and to build literacy skills. In the Books and Beyond Program, students, teachers, and school staff participate in a read-a-thon that generates excitement and creates a community of readers. Students select their own reading materials on any subject they wish and in any language. All reading counts! This includes reading aloud, either by or to the child. As classes read, the total number of minutes is recorded. The class with the most minutes read per month is announced during morning announcements. Additionally, prizes are given to all participants each month. The West Long Branch Foundation for Education sponsors this program.

### **RSVP**

RSVP (Retired Seniors Volunteer Program) is a program sponsored by the Children and Family Services of Monmouth County. This program is offered to students in Kindergarten and Grade 1. Senior citizen volunteers read to the children for one half hour on Monday or Wednesday in the classroom with the teacher. The children get to choose free books to keep during the program. This is a wonderful and very successful program. We are proud to welcome our volunteers back each year.

## MISCELLANEOUS

### LOST AND FOUND

The lost and found containers are located in the school cafeteria. Students are asked to check the bins as soon as they discover they have lost an item. Lost and found items are discarded and/or donated to charity at the end of each marking period.

### LUNCH

A lunch program is provided to all students in the cafeteria. The cost of lunch is printed on the cafeteria monthly calendar, which is posted electronically on the school website. It is strongly recommended that parents/guardians purchase lunch for a marking period at a time. Hot and cold meals are served and students may pick from a variety of foods. If a student forgets to bring lunch from home, it is possible to sign for lunch on an "owed basis." Payment is expected on the next school day. Snack is available *after* the children have eaten a nutritious lunch and if time permits. No snacks may be purchased if there is a negative balance in the lunch account. One lunch monitor is assigned to each classroom during lunch and recess. The monitor stays with the children in the lunchroom and is responsible for a play area outside for recess.

### MARKING PERIOD DATES

First Marking Period	September 6, 2022 to November 9, 2022
Second Marking Period	November 14, 2022 to January 25, 2023
Third Marking Period	January 26, 2023 to March 31, 2023
Fourth Marking Period	April 3, 2023 to June 12, 2023

### PERSONAL ITEMS

Students are discouraged from bringing personal items to school unless it is for show and tell purposes arranged by the classroom teacher. The school is not responsible for any lost or stolen items.

### SNACKS

The students in BME are served lunch between 11:48 AM to 12:25 PM (Grade 4) and 12:26 to 1:03 PM (Grades K-3). Therefore, all students will have a morning snack. Please send a nutritious snack and drink everyday with your child. The snack should be in a separate bag clearly labeled with the child's name. For safety reasons, please do not sent any beverages or food in **glass containers**.

### SPECIAL EVENTS

Birthdays are very special for children and adults. In honor of the Birthday child, best wishes will be announced over the Public Address System during morning

announcements. Additionally, each child will receive a Birthday sticker and seat cover. No individual celebrations (treats) are honored in the classroom and parents/guardians are asked not to send invitations to parties unless every student is invited. Due to confidentiality, we cannot provide student names, addresses, or phone numbers. The PTA makes a student directory available to all parents/guardians. Gifts and balloons sent to school will not be delivered to students.

## **SUPPLIES**

At parent/guardian request, you have been provided a list of recommended supplies that will assist your child during the school year. All necessary supplies, materials, and textbooks will be provided to all students. Each student is responsible for the return of school-owned books and other supplies in a reasonable condition. Each student will be provided one copy of each workbook. If books or supplies (calculators) are damaged or lost, the student must pay the fair price to repair or replace the damaged or lost item. Toys, electronic games, laser pointers, etc. are not needed in the general course of the school day and should be left at home. Due to space restrictions on the school buses and limited space for storage in the classrooms, wheeled backpacks are not allowed in school. Primary student textbooks are generally soft covered and teachers have agreed to make an effort to limit the number of books that must be carried home.

## ***CODE OF STUDENT CONDUCT***

### **SCHOOL CONDUCT**

It is the purpose of the Board of Education to operate the schools in a manner that will provide an orderly process of education and that will provide for the welfare and safety of all students that attend school. Therefore, there is a district Code of Student Conduct posted on the website that students are expected to adhere to in school. When the behavior of an individual student comes in conflict with the rights of others, corrective action may be necessary, both for the benefit of that child and for the school as a whole. In the primary grades, not all children have learned all the rules. Hence, it is important for everyone to understand that behavior in school is a learning process. It is important that children follow adult directions and listen carefully throughout the school day. There are five basic school rules that will help all children be successful:

1. Follow adult directions
2. Listen carefully
3. Keep hands, feet, and objects to yourself
4. Walk
5. Be kind and respectful to others.

Classroom teachers will work individually with you and your child to establish a consistent behavior management plan, if needed. If behavior is not appropriate, students are given a verbal warning and re-direction. If the behavior does not cease, the teacher may contact the parent/guardian for assistance. In the event that behavior results in

physical contact with another student, the child is usually referred to the Principal. A behavior referral slip will be completed and a copy will be sent to the parent/guardian. The parent/guardian will be contacted by phone to discuss the matter and the appropriate consequences. It is necessary at times for a parent/guardian to come to school for a conference. Your cooperation and support is appreciated. We can *teach* children the difference between right and wrong by working together.

## **INTRODUCTORY STATEMENT (CODE OF STUDENT CONDUCT)**

The goal of the West Long Branch Public Schools is to develop life-long skills to promote the success of the individual to function as a responsible member of our ever changing and diverse society. We believe that each child is unique and should be treated with respect and be taught to respect others. Students will prosper and flourish in a safe, positive and nurturing learning environment. This atmosphere is prevalent when everyone knows the rules and takes an active role in following and enforcing them. When students, parents/guardians, teachers, and administrators all work together, a strong sense of pride is developed, and everyone can grow and experience success. It is also our belief that the students are to be responsible for their own actions and ultimately for their school experience.

*Self-discipline is the ultimate goal.*

## **EXPECTATIONS OF STUDENT CONDUCT**

1. Students are to demonstrate respect for self, for others, and their natural and physical environments.
2. Students are to take responsibility for their own behavior and learning both in school and at all school-related activities.
3. Students are expected to follow the standards for dress, hallway conduct, classroom conduct, lunch/recess, bus behavior and use of electronic devices which are established for safety reasons and to create an atmosphere that will encourage student learning.
4. Students are to use the computer and Internet responsibly and appropriately.

## **DISCIPLINE STRATEGIES**

Teachers have a variety of strategies available to deal with disciplinary situations and will make decisions based on individual student needs. Teachers will treat each student with courtesy, respect, and with understanding. At any point in which an administrator feels it is appropriate, he/she has the authority to become involved in disciplinary situations. One or more members of the administrative team may be called upon to enforce the West Long Branch Public Schools' Code of Conduct. According to New Jersey State law, corporal punishment is strictly forbidden.

Teachers will develop, share, and post classroom rules during the initial days of school each year. Students will review them periodically for reinforcement. Some of the strategies include but not necessarily in order, the following:

- ❑ Student warning
- ❑ Time out (students may be sent to another classroom)
- ❑ Reflective assignment
- ❑ Student-teacher conference
- ❑ Parent-teacher contact may be made via student incident report, telephone, or conference
- ❑ Disciplinary Referrals will be sent to the administration
- ❑ Student-teacher-administrator conference
- ❑ Parent – teacher-administrator conference
- ❑ Individual behavior plan
- ❑ After-school detention with loss of after-school privileges
- ❑ Extended 2 hour Friday detention (with 24-hour notice).

Additional strategies that can be implemented by the administration:

- ❑ Administrative restrictions such as suspension from extra-curricular activities, school social activities, etc.
- ❑ Suspension (in-school or out-of-school)
- ❑ Financial reimbursement for damages caused by a student
- ❑ Reimbursements of expenses incurred in removing a student from an out-of-district school function.
- ❑ Expulsion
- ❑ At their discretion, the administrator has the right to impose consequences based on all of the circumstances involved. This may include consequences that go beyond those listed above

Ordinarily, Parents/Guardians are to receive notice, by either a detention slip or telephone call, one school day in advance when an after-school detention is assigned. For Betty McElmon Elementary School students, after-school central detentions will be held on Tuesdays and Thursdays until 3:35 p.m. After-school teacher detentions may be scheduled Monday through Thursday until 3:35 p.m. for BME students. ***Students must attend an after-school detention regardless of their extra-curricular or after-school commitments. Upon completion of the detention, the student may be required to leave school grounds and not participate in any school-sponsored activities, depending on the severity of the offense.***

It is the responsibility of the individual student and parent/guardian to make all necessary arrangements to meet the obligations of the after-school detention. An administrator or teacher may contact the parent/guardian to see if this notice can be waived and the detention held the same day. After-school detention is to be served on the day(s) assigned unless a medical appointment or religious obligation is scheduled. Parents/Guardians must notify an administrator if a delay is requested for these reasons.

## **DISCIPLINARY ISSUES AND CONSEQUENCES**

When the behavior of an individual student comes in conflict with the rights of others, corrective action may be necessary, both for the benefit of that child and for the school as a whole. It is

important that both students and their Parents/Guardians know the consequences for misbehavior. While behaviors will be reviewed on an individual basis, the following illustrates disciplinary categories with examples of specific consequences.

In an effort to maintain consistency there will be student disciplinary folders located in the central office, for review by teachers and administrators to determine if there should be additional consequences. Copies of all Disciplinary Referrals, Behavior Reflections, and Detention Slips should be kept in these files.

The teacher will typically handle level 1 and 2 offenses within their classrooms or any assigned duty period with consequences assigned by the reporting staff member and communication between school and home initiated by the same staff member.

### **Level 1:**

- late for class without a signed pass
- failure to follow any established classroom, lunchroom, playground, or restroom rules. (refer to posted rules)
- misbehavior in the hallway (to include unauthorized locker stops)
- failure to follow any established bus, lunchroom, or restroom rules ( will be reported to the administration for disciplinary action )
- inappropriate attire (see dress code)
- chewing gum
- inappropriate physical play

### **Consequences:**

Parents/Guardians may be contacted via phone calls, written notification, and/or Detention Notice. A student warning may be issued. A parent-teacher conference may also be arranged. A teacher detention may be assigned or other disciplinary action may be taken as deemed appropriate by the administration. Repeated failure to follow proper bus rules can result in a temporary loss of bussing privileges.

### **Level 2:**

Level 2 Offenses will likely be handled by the staff member and communicated to the administration for review

- repetition of level 1 offenses (4 or more times)
- possession of or using unauthorized electronic devices
- purposeful pushing and shoving (e.g. table-topping, rough housing, etc.) \*
- throwing objects
- damage/defacement of school, students', or staff members' property
- cheating as defined by the academic integrity policy
- unsportsmanlike behavior \*
- disrespect toward classmates (to include social conflicts such as name calling making faces, teasing, etc.) \*

**Consequences:** Parents/Guardians will be contacted via phone calls, written notification or Disciplinary Referral. A parent-teacher conference may also be arranged. Multiple days of detention and/or temporary loss of privileges may be assigned. In the case of a repetition of level one offenses, students will be issued an extended two (2) hour Friday detention for any fourth offense. If needed, the student will complete a reflective assignment and counseling may be recommended.

**\*A repetition of these offenses may be reported to the School Safety Team for further action.**

### **Level 3 and 4 Offenses will be handled by the administration**

#### **Level 3:**

- repetition of level 2 offenses (3 or more times)
- plagiarism or forgery
- truancy or inciting other pupils to truancy
- threatening to fight or assault another student.
- stealing
- harassment, intimidation, or bullying of pupils
- cyber-bullying
- substantial damage or defacement of school, student, or staff members' property
- causing disruption of standardized test, class, or other school activity
- disrespect or defiance toward any adult or authority figure
- unauthorized movement within the building and/or school grounds
- using foul or profane language or gestures
- gambling
- public displays of affection which are not appropriate in or around school
- tardiness (5 or more times)

**Consequences:** Parents/Guardians will be notified and a conference will be held. A disciplinary referral form may accompany the communication home. Multiple days of detention or an extended two (2) hour Friday detention may be assigned. In addition, privileges may be revoked or suspended. The administration may consider in-school or out-of-school suspensions. The pupil may be removed from the school premises until the issue is resolved. Referral to the proper authorities will take place as required. Parents/Guardians will be required to pay for expenses incurred by the student. Family counseling may be recommended. In cases of plagiarism, a student may be required to re-do an assignment.

#### **Level 4:**

- repetition of level 3 offenses (2 or more)
- fighting/assault) (kicking, slapping punching, pulling hair etc.)
- vandalism
- smoking or possession of tobacco products
- possession, distribution, or use of drugs or alcohol as per the Memorandum of Agreement (MOA)
- threatening to use a weapon (MOA)
- possession and/or use of weapons or weapon-like objects (MOA)
- threatening or planning to cause death, or serious significant bodily injury (MOA)
- possession and/or use of fireworks or other explosive devices (MOA)
- assault on a member of the staff
- sexual harassment (e.g. pantsing, sexting, inappropriate touching etc.)
- leaving school grounds or a school activity without teacher/administrator permission
- causing a false alarm (such as a fire alarm, bomb threat, acts of terrorism)
- Arson or attempted arson
- False accusations

**Consequences:** Parents/Guardians will be notified and a conference will be held. The administration may consider loss of privileges, in-school or out-of-school suspensions, or expulsion. The pupil may be removed from the school premises until the issue is resolved. Referral to the proper authorities will take place as required. Parents/Guardians will be required to pay for expenses incurred by the student. Family counseling may be recommended.

## **HARASSMENT, INTIMIDATION, AND BULLYING (HIB)**

The district's HIB program is part of each academic program regarding all pupils. No one (including pupils, staff members, vendors, volunteers, or visitors) shall commit an act of harassment/discrimination of any kind against any member of the school community on any of the grounds prohibited by law. Harassing behaviors are all those behaviors that are unwelcome, unwanted, and uncomfortable in the view of the recipient. They all have the effect of creating a hostile environment.

The new anti-bullying law (effective September 2011) is designed to strengthen standards for preventing, reporting, investigating, and responding to incidents of bullying. Additionally, the West Long Branch Board of Education has established a policy preventing HIB.

The new HIB definition states, "Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, and expression, or a mental, physical or sensory (handicap) disability, or by any other distinguishing characteristic, that takes place on school property, at any school sponsored function (or), on a school bus, or off school grounds as provided for in section 16 of P.L.2010, CHAPTER 122, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

- a.) A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; (or)
- b.) Has the effect of insulting or demeaning any student or groups of students (in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school); or
- c.) Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student."

A school safety team has been formed to "develop, foster, and maintain a positive school climate" during the school year. The team meets periodically during the school year and consists of an anti-bullying coordinator (Principal), anti-bullying specialist (School Counselor), teacher, and parent representatives. Students should immediately report any

bullying behavior to a staff member. Bullying behavior can also be reported via telephone at (732) 222-5900, ext. 1251. A prompt investigation will follow the report of bullying behavior.

## **STUDENT ATTIRE**

All clothing should be neat, clean, and properly fitted. Sneakers are the safest shoes for active children and are strongly suggested. Flip-flops and open toed sandals leave the feet exposed to injury on the playground and in the classroom. Therefore, they are not permitted in school. Children go outdoors daily and should have appropriate outerwear for winter and a hat and/or sunscreen applied during the warm weather months. Hats or any form of head covering, other than religious, are a distraction to students. As a result, hats may be worn outdoors only. No jewelry is to be worn during physical education classes. To avoid loss or damage, children should form the habit of leaving all jewelry and watches in the classroom when they attend PE classes. This rule is not only to prevent loss, but also to avoid possible injuries to the child or to other children in the group. The school is not responsible for jewelry, money, or other valuables owned by students. Children are discouraged from wearing expensive jewelry or items that have a special meaning for them.

Proper attire should not present a danger to the health and safety of the staff and student body. Proper attire should not cause an interference with school order or create disruption. The administration retains the right to enforce regulations concerning hair or clothing in the interest of safety and to permit full participation in any teaching situation. The following articles of clothing detract from the educational program:

- ✓ Articles of clothing that are markedly soiled with grease, paint, or dirt
- ✓ Articles of clothing that display indecent writing, pictures or slogans, or advertise alcohol, drugs and/or tobacco
- ✓ Articles of clothing that could cause damage to other students or property, such as chain belts, cleats, and pins
- ✓ Articles of clothing that are excessively ragged and that may be extreme in brevity, length, tightness, and transparency
- ✓ Articles of clothing that expose undergarments
- ✓ Tank top shirts
- ✓ Hats
- ✓ **Flip flops and sandals are considered to be safety hazards**
- ✓ Shoes with wheels

## **DRUG POLICY**

The West Long Branch Board of Education has established a policy, in accordance with the law, regarding student possession, use, and/or sale of drugs while on school property. Students may be subject to expulsion if found to be involved in possession of, using, or selling drugs while on school property. In addition, any student who, upon finding or receiving narcotics or paraphernalia used in consuming narcotics, fails to turn them

immediately over to a member of the school staff shall be considered to be in possession of narcotics and may be subject to expulsion from school.

Any student found to be under the influence of any alcohol or narcotics on school grounds or at any time the student is under the jurisdiction of the school, will be considered to be a user of and in possession of such even though the drugs or alcohol may not have been taken while on school premises.

The West Long Branch 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 and drug paraphernalia on school property. To that end, the Board of Education will cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. All district policies regarding substance abuse are available to interested parties by calling the school Principal.

A staff member is compelled by law to report any child suspected of being under the influence of a substance. The school is compelled to send that child for drug testing immediately.

## **EQUAL EDUCATIONAL OPPORTUNITY**

The district shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities, and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, place of residence within the district, social or economic condition, or disability. Enforcement of other district affirmation action/equity policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity. The Board of Education guarantees to all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs, which are different from those of the mainstream.

## **SEXUAL HARASSMENT**

The Board of Education shall maintain an academic environment that is free from sexual harassment. Sexual harassment shall consist of unwanted and unwelcome sexual advances, request for sexual favors, and other inappropriate conduct or communication of a sexual nature when made by any staff member to a pupil, by any pupil to another pupil, or by any pupil to a staff member. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communication of sexual nature within the school setting.

Any member of the student body may file a formal grievance related to sexual harassment. The Affirmative Action Officer will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. All district policies regarding Affirmative Action are available to interested parties by calling the school Principal.

## **VANDALISM**

Students must not mark furniture, walls, ceilings, floors, or equipment with pen, pencil, paint, or any other instrument. No one is to touch fire alarms, fire extinguishers, or any components of the electrical system. Anyone who willfully destroys school property through vandalism, arson, fooling around, or who creates a hazard to the safety of other students or staff members will face suspension and be referred to the proper law enforcement agency, if warranted. Parents/guardians will be expected to pay the full cost for repairing any damage to school property for which a student is responsible. Students will not be considered “innocent” by-standers, if they watch while damage is being done to school property and do not report the incident to the proper authorities.

## **WEAPONS IN SCHOOL**

No student will have in his or her possession a weapon of any kind on school grounds, in the school, on the school bus, or when involved in a school activity off the school grounds. Weapons are defined as, but not limited to, firearms (guns, BB guns) explosives including firecrackers, and any knife or any other dangerous object of no reasonable use to the student at school. **Violators may be suspended or expelled and will be reported to the local Police Department.** School personnel who find a student with a dangerous object will require the student to surrender the object and, if necessary, may use force to disarm the student into compliance with school law. (NJSA 18A: 6-1)

## **DISTRICT TECHNOLOGY USE**

The West Long Branch School District provides computer equipment (1:1 Chromebooks in grades K-4, SMART Boards, interactive displays, iPads, etc.), computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve the teaching and learning process. Therefore, all users must share the responsibility for seeing that our technology is used in an effective, efficient, ethical and lawful manner. It is a privilege to have access to these extraordinary resources and, therefore, all users must agree that they will comply with the technology acceptable use agreement that is posted on the Betty McElmon Elementary School website.

## ***SCHOOL SAFETY***

### **LOCKED DOORS**

For the safety of all students and staff, all entrances to the school building are locked at all times. After being monitored by a camera, visitors to the building must be buzzed in through the front entrance of the school. Additionally, visitors must sign-in at the Main Office and wear a visitor badge at all times. Lastly, all visitors must sign-out upon leaving the building.

## **SAFETY DRILLS**

New Jersey State Law mandates one (1) fire drill and one (1) school security drill per month. School security drills include active shooter, evacuation (non-fire), bomb threat, and lock down drills. These drills are designed to prepare students for any emergency. The children also participate in two (2) bus evacuation drills whereby they practice how to open and exit the rear door of the bus and safely move to the side of the road. These drills are for practice and not meant to frighten any child. Please talk to your children and encourage them to always listen carefully and to follow adult directions.

## ***SPECIAL SERVICES***

### **CHILD STUDY TEAM**

The services of the Child Study Team are available to all parents/guardians and students. The team is made up of four basic disciplines: Learning Disabilities Teacher-Consultant, Psychologist, Nurse, and a Social Worker. A referral of a student to the Child Study Team must be made in writing. The Child Study Team will determine the need to more fully evaluate the student's learning abilities. The CST plans and arranges for services and programs that will meet the unique needs of certain students.

### **INTERVENTION AND REFERRAL SERVICES TEAM**

Intervention and Referral Services (I&RS) is a team of staff members that assist classroom teachers when a referral is made to brainstorm ideas to assist a student that may be experiencing learning, behavior, or health difficulties in the classroom. Additionally, the I&RS team assist staff who have difficulties in addressing students' learning, behavior, or health needs in the classroom.

### **504 PLANS**

A 504 Plan can be developed and implemented to ensure that a child (identified under Section 504 of the Rehabilitation Act of 1973) receives accommodations in the school setting. To qualify for a 504 Plan, a child must have a mental or physical impairment/disability that affects a major life function (e.g. hearing, breathing, learning, etc.). The 504 team generally consists of the parent(s)/guardian(s) of the student, teachers, and the 504 officer. The building Principal is designated as the 504 officer.

### **STUDENT ASSISTANCE PROGRAM**

The administration, faculty, and parents/guardians are continually striving to meet the needs of students within the West Long Branch School District through the comprehensive Student Assistance Program. This program is designed to identify, refer, and provide support services to students who are having difficulties socially, emotionally, or academically in school. The goal of the Student Assistance Program is to promote and enhance student learning.

As a parent/guardian, you are capable of determining when your child is in distress. Observation of a marked change in behavior is often a clue. When such behavior concerns you, please feel free to contact our Special Services Department. If a referral to the Student Assistance Program is appropriate, support services will begin as soon as possible. However, parent/guardian signed permission is needed.

## **STUDENT ILLNESS**

### **ILLNESS IN SCHOOL**

A student who becomes ill during school hours will be sent to the Health Office. If it becomes necessary to send the child home, the parent/guardian will be contacted. Students will not be released to anyone other than the parent/guardian unless **written** permission is given. The names listed on your emergency card constitute this written permission. Therefore, it is extremely important that your card is kept up to date. Please inform the school nurse of any immunizations, recent operations, and serious (communicable) illness. The Health Office is available to administer first aid and assistance to children because of illness. Please do not instruct your child to go to the Nurse's office to avoid recess.

### **MEDICATION IN SCHOOL**

No student is allowed to bring medicine of any kind to school. Medicine brought to school by a parent/guardian will be kept in the nurse's office. ASPIRIN and TYLENOL are medications and must be approved for use in school by the school nurse. All medication must be in the original container and labeled with the student's name, doctor's name, type of medication, and the time of administration. These procedures apply to any drug...including over the counter medications such as nose/eye drops, cough syrup/drops, or vitamins. No student is to carry medicine at any time.

The school nurse will weigh, measure, and conduct eye examinations for each child during the school year. A referral will be made to parents/guardians in writing if a student is in need of a follow-up visit to a doctor.

## **TRANSPORTATION**

### **BUS TRANSPORTATION**

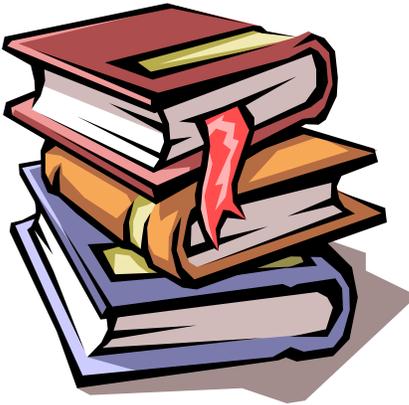
**Courtesy bus transportation** is offered to all students attending Betty McElmon Elementary. Routes are established to enable the buses to travel the roads in the safest manner and to serve the largest number of students in the least amount of time. **Buses do not provide door-to-door service and they do not enter a “cul de sac.”** For BME students only, a parent/guardian or another responsible adult must be visible to the driver before a student will be allowed to exit the bus. If an adult is not present to accept transfer of accountability, the student will be brought back to school and the parent/guardian will be called to pick up the child. This is an important safety rule and no exceptions will be honored. Students may not change buses to accommodate child care or play dates.



### **PARENT PICK-UP AND DROP OFF**

In an effort to make arrival and dismissal a smooth transition, parent drop-off and pick-up is discouraged. Riding the school bus is part of the educational experience and children enjoy this time to socialize with friends. Additionally, riding the school bus teaches independence. If you drive your child to school, please follow the directions to pull into the parking lot and proceed in the left lane to the staff member on duty. **Please do not arrive to school prior to 8:15 AM, so staff members are able to access their parking spots.** Remain in your car and the staff member will open the door on the passenger side of the car. Children must exit on the passenger side of the car only. The left lane is used for passing. When your child has exited the car, please pull away and a staff member will cross the child to the entrance. If your child needs assistance to carry something into the building, please park your car in an assigned VISITOR space and walk between the crosswalk. The bus lane is clearly marked and there is **NO PARKING** on any curb while the buses are loading or unloading. Parent pick-up requires a written note to the classroom teacher. In order to facilitate a smooth dismissal and avoid interruptions to the classroom, parents/guardians are asked to call the school by 2:30 PM if they have not provided a written note to the teacher. Students for parent/guardian pick-up are assembled in the PE room and a staff member will dismiss a child only when a parent/guardian or assigned adult is visible. Parents/guardians are asked to leave the walkway immediately so as not to interfere with the safe boarding of buses. Please be courteous to others when utilizing the parking lot.

## FINAL THOUGHT



*I Hear: I Forget*

*I See: I Remember*

*I Do: I Understand!*