



**PITTSGROVE TOWNSHIP MIDDLE SCHOOL**  
PITTSGROVE TOWNSHIP SCHOOLS  
1082 ALMOND ROAD, PITTSGROVE, NEW JERSEY 08318  
(856)358-8529 **FAX:** (856)358-2686  
www.pittsgrove.org

Priscilla I. Vanderhoff  
Principal (Ext. 4501)

Daniel F. Bruce  
Assistant Principal (Ext. 4502)

## **STUDENT-PARENT HANDBOOK 2009-2010**

### **PITTSGROVE TOWNSHIP BOARD OF EDUCATION**

Fiore J. Copare M.D. – President  
Cheryl Berwick – Vice President

Melissa Conover  
Nedd J. Johnson  
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### **DISTRICT ADMINISTRATION**

Henry Bermann – Superintendent of Schools  
Assistant Superintendent of Curriculum and Instruction – Michael Brodzik  
Suzanne Fox – Business Administrator/Board Secretary

### **DISTRICT SUPERVISORS**

Diane Brennan-Bernstein (Humanities)  
Michelle Deaver (Special Education)  
Yvette DuBois (Science/Math)

### **TECHNOLOGY**

Ben Cruzan – Educational Technology Specialist

### **PITTSGROVE TOWNSHIP MIDDLE SCHOOL STAFF**

#### **Fifth Grade**

Kyle Kelly  
Trish Jankauskas  
Sherry Peci  
Kimberly Reynolds  
Jaime Ridgeway  
Julie Suwala

#### **Sixth Grade**

Helena Bonner  
Karen Conroy  
Mary Greenfield  
Scott Hogan  
Tim Magee  
Linn Sammis  
Kimberly Sansalone

#### **Seventh Grade**

Jamie Bider  
Traci Field  
Travis LaFerriere  
Brittany Lake  
Katherine Nelson  
Zachary Slaven  
Jeremy Smith

#### **Eighth Grade**

Karen Cerefice  
Anne Daly  
Stacy Descalzi  
Josh Hedgeman  
Lisa McClintock  
Kathy Murowany

**BSI**

Mark Boyle  
 Gail Cassidy  
 Helen Platt

**Guidance**

Patricia Drager (Grades 5 & 6)  
 Linda Henderson (Secretary)  
 Donald McNulty (Grades 7 & 8)

**Exploratory**

Heidi Brown (Spanish)  
 Lorraine Hill (Art)  
 George Stallé (Music)  
 Bill Tanis (Tech. Ed.)

**Physical Education/Health**

Linda DuBois  
 Bruce Konyak  
 Jonathan Romano

**Coaches**

Cheryl Catts (MA)  
 Jessica Downer (LA)

**School Nurse**

Tracie Ewing

**Office**

Marsha Charlton (Secretary)  
 Dawn Vicari (Secretary)

**Special Education**

Danielle Cole  
 Elizabeth Kehler  
 Anne Marie Lawless  
 Joe Mannella  
 Shavaughn Mulherin  
 Michael Rucci  
 Oak Schalick  
 Annette Scholl  
 Christine Turner  
 Andrea Wendell

**Custodian**

Dan Cooper

**Librarian**

Karen Tedor

**In-School**

Sarah Dickerson

**Aides**

Debbie Dougherty  
 Helen Fox  
 Roberta Gentes  
 Stephanie Loomis  
 Bridget Roberts  
 Audrey Romano

**MISSION STATEMENT**

Students at the middle level, ages 10-14, have distinct physical, social, emotional, and intellectual needs. Pittsgrove Township will provide a program designed to meet the changing needs of these students and provide for the transition between elementary and high school education. In order to address these needs it is our belief that the total school staff must function as a team, along with students, and the community to create and maintain a:

Middle School, and an attitude, which recognizes the distinct needs of young people during a time of transition, based on the necessity of working consciously with the many developmental changes of young people.

Middle School, and an attitude, which calls for taking students from where they are and developing programs to meet their needs. It is a time for building and reinforcing skills, delving into increasingly abstract concepts, and exploring a multitude of topics and activities.

Middle School, and an attitude, which assumes that students want to and need to organize their knowledge, learn to work well in groups and become increasingly independent while recognizing the interdependence of all people.

Middle School, and an attitude, which encompasses organizational patterns that direct the energy and vitality of emerging adolescents toward the realization of their potential.

In keeping with instructional goals, it is imperative that the Middle School attitude and organization reflect these assumptions. Middle School will provide:

\*Learning – a strong program which provides for the achievement of all students and recognizes that students have different styles and varied rates of learning; and varied environments that enable students to become increasingly motivated as independent and as cooperative group learners in a multicultural society.

\*Exploration – opportunities for the individual to discover and explore new ideas and to develop skills and interests within an environment that acknowledges individuals learning styles

\*Guidance/Support - support services which promote stability, growth toward self-realization, increasing independence, and responsible behavior.

\*Identity - opportunities for students to address be recognized as individuals and build self-esteem as defined by the student's parents, perception of him/herself and by the regard in which the student is held among other students within the learning community.

\*Physical Development - experiences and challenges designed to address the rapid changes and varied physical needs of students.

\*Socialization - experiences which develop positive problem-solving and decision making skills in order for students to function as function as increasingly responsible members of groups and the community.

## **PTMS HOURS**

Office: 7:30 a.m. to 4:00 p.m.

(Entry bell 8:05 am)

Students: 8:10 a.m. to 2:46 p.m.

Teachers: 7:55 a.m. to 3:01 p.m.

## **PTMS WEB SITE**

Information about the Pittsgrove Township Middle School and other schools in the district can be found at **[www.pittsgrove.org](http://www.pittsgrove.org)**. Click teacher name to check the teacher sites for homework and future assignments. A link to PowerSchool can also be found on the website; PowerSchool can be used to access your child's grades and more. If you have not received your password, please contact Linda Henderson at 358-8529 ext. 4505 for your password. ***Our school calendar is also located on our website.***

## **BUSES**

The majority of students at the Pittsgrove Township Middle School are transported by bus. Riding a bus is a privilege that must not be abused. If the privilege is abused, a student may be suspended from the bus for a short or extended period of time. Bus problems relating to discipline problems traveling from home to the bus, at the bus stop, or on the bus must be referred to the assistant principal or the principal. All other problems are referred to the Transportation Coordinator (358-7072).

## **STUDENTS NOT RIDING BUSES**

Students not riding the bus in the morning may arrive as early as **8:00 a.m.** Students not riding the bus in the afternoon **must** be picked up by **2:46 p.m.** Students not riding a bus **must** be signed out in the office.

## **RIDING BICYCLES TO SCHOOLS**

Riding a bike to school is a privilege and requires a permission slip that can be obtained from the office. Students are required to wear protective gear and have a permission slip on file.

## **VISITORS**

Visitors, especially parents/guardians, are welcome to visit the school. All visitors must report to the office when entering the building before going to any other part of the building. You will receive a visitor's pass when you sign in.

## **SPECIAL STUDENT DISMISSAL**

A note should be written to your child(ren)'s teacher(s) stating that you or a designated individual will be coming to school at a specified time to pick up your child(ren).

You should report to the office upon arrival because each student must be signed out before she/he is dismissed. Please note that the student will not be called to the office until the parent/guardian has arrived. The teacher will be notified that you have arrived, and then your child will meet you in the office. **STUDENTS NOT RIDING THEIR REGULAR BUS MUST BE MET IN THE OFFICE.**

## **CAFETERIA**

The cafeteria will be serving breakfasts and lunches daily to all students. The price for a complete breakfast is \$1.15 and the price for a complete lunch is \$2.00. **STUDENTS MAY CHARGE ONLY 3 LUNCHES BEFORE PAYING THE CHARGES.**

### **CHANGE OF ADDRESS OR PHONE**

It is vital that the school office be notified immediately when you change your address, telephone number, or emergency number during the school year.

### **IF YOU PLAN TO MOVE**

Please notify the school office so that transfer cards can be prepared. **A minimum of twenty-four (24) hours notice is necessary to process papers.**

### **CARE OF SCHOOL PROPERTY**

Students are responsible for taking care of all school property. Any damage must be paid for immediately. Deliberate destruction of school property will be grounds for disciplinary action. Textbooks must be covered the day they are issued.

### **LOST OR DAMAGED BOOK**

Students must report loss of textbooks to their teachers. Upon receipt of payment for the book and when a new book can be obtained, the student will receive a new book

### **FEES:**

1. Lost books: Replacement cost of book
2. Badly damaged books: Replacement cost of book. The teacher who issues the book shall determine the extent of the damage.

### **PASSES**

All students who are in the corridors or lavatories during the school day must have a pass from their classroom teacher.

### **EARLY SCHOOL DISMISSAL**

All students will be dismissed at 12:15 p.m. on November 25, December 23, June 15, June 16 and for Parent/Teacher Conferences on November 18, 19 and 20. **If Pittsgrove Township Middle School must dismiss students early due to an emergency, your child should know where she/he should go. Our call number is 895. All emergency early dismissal will be posted on our website.**

### **CONTRABAND**

Students may not have the following items in school that possibly could interfere with the instructional program: Beezers, radios of any type, toy guns, cards of any type, open containers, computer games, cell phones, cameras, water pistols, etc. Items deemed inappropriate that cause a distraction or interfere with the educational process will be confiscated and will be returned to parents **ONLY**. Possession of a toy gun as per law will result in suspension and legal action.

The school will ban anything it deems to be disruptive and distracting the educational process of others including but not limited to the above. In addition, the school reserves the right to amend the above at any time.

### **DRUG & ALCOHOL ABUSE POLICY/WEAPONS & DANGEROUS INSTRUMENTS POLICY**

These two policies will be distributed to and reviewed with students on the first day of school (Sept. 8) and with parents/guardians at Back to School Night (Sept. 22).

### **PARENT VISITATION PROGRAM**

Another way to get involved in your child's education, to further assist you to understand the Pittsgrove Township Middle School, and to allow you to become an active member of our school family is the Parent Visitation Program (PVP). The agenda for this program:

10:00 am – 10:30 am	Orientation and Tour
10:30 am – 11:30 am	Classroom Visitation
11:30 am – NOON	Questions and Answers

The Parent Visitation Program (PVP) will be held several times a year. For more information or to schedule a visit call the Middle School office.

### **DRESS CODE**

Our general norms call for students to dress in clothing that is clean, safe, and appropriate for school and will not subject the wearer to uncomplimentary or worse remarks by others. All tops and dresses are to have sleeves; otherwise, a cover-up must be worn. No bare midriffs, see-through blouses, spandex, swim wear, **flip-flops** or pajamas. No boxer shorts, short shorts, or skin-tight shorts. No chains of any type or apparel that may pose a danger to the wearer or others. No hats/head bands, bandannas, goggles or sunglasses. No clothing that displays inappropriate pictures, wording, gestures or that is offensive to others or promotes harmful and/or illegal substances. No bare feet. Pants are to be worn at the waistline and undergarments are not to be exposed. Skirts/dresses/shorts should be of fingertip length. Clothing must be properly buttoned. Students will be asked to change and/or contact parents.

### **THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

This act affords parents and students over 18 years of age certain rights with respect to the student's educational records. These rights include:

1. Right to inspect and review records.
2. Correction of inaccurate information.
3. Right to consent to disclosures.
4. Right to file a complaint.

For more information you can contact the superintendent's office.

### **LOST AND FOUND**

Our usual wealth of lost and found items can be found in the cafeteria. Items will be held until the end of each marking period.

### **STUDENT CODE OF CONDUCT**

Pittsgrove Township Middle School is committed to providing safe and orderly classrooms for all students. When classrooms are orderly, teachers are able to teach, and students are able to learn. An important part of your education is learning to make correct decisions and to accept responsibility for your behavior.

Most students are very serious about wanting to take full advantage of the time they spend in school. They are conscientious about their academic endeavors and their school behavior. They have a good attitude toward school.

To protect your rights and the rights of others, student guidelines have been established.

When special circumstances demand, the sequence for disciplinary action will be adjusted to fit the seriousness of the situation. In some instances, a combination of actions may also be employed.

**NOTE: EMERGENCY REFERRALS MAY WARRANT ADDITIONAL CONSEQUENCES PENDING THE SERIOUSNESS OF THE OFFENSE.**

**Conduct unbecoming of a student may result in the discipline steps listed below. The following are a few examples of what is considered conduct unbecoming of a student:**

Disruptive behavior	Defiant	Failure to follow directive
Dangerous Behavior	Profanity/obscene/gesture/	Possession of contraband
Calling out	Promoting/encouraging altercations	Verbal abuse
Disrespect	Late to class	Threat/Harassment/Bullying
Violent/inappropriate writing/drawing		Inappropriate display of affection

<u>Discipline Steps</u>	<u>Disciplinary Action</u>	<u>Facilitator</u>
Warning	*Students may be referred to guidance for counseling or peer mediation Parent phone call/email/or parental meeting	Teacher/student
Personal Detention	Lunch or after school	Teacher/Team
Teacher/Team	Student conference with grade level team Referral	Teacher/Team
First Referral:	1 to 3 detentions/counseling & admin. conference/ parent contact	Administrator
Second Referral:	1 to 3 detentions/admin. conference/written warning/parent contact through discipline referral/5 day restricted list	Administrator
Third Referral:	1 to 3 detentions/ admin. conference/parent contact through discipline referral/ <u>10 day restricted list</u>	Administrator
Fourth Referral:	1 to 3 detentions/ admin. conference/parent contact through discipline referral/ <u>15 day restricted list</u> / parent visitation/conference	Administrator
Fifth Referral:	1 day suspension/In-school suspension/2-3 detention admin. conference/parent contact and reentry conference/ <u>20 day restricted list</u>	Administrator
Sixth Referral:	1-2 day suspension/In-school suspension/2-3 detention admin. conference /parent contact and reentry conference/ <u>25 day restricted list</u>	Administrator
Seventh Referral:	1-3 day suspension/In-school suspension/ admin. conference/parent contact and reentry conference/ <u>30 day restricted list</u> /meeting with the principal/future suspensions could result in a conference with the superintendent	Administrator
Eighth Referral	1-3-day suspension/In-school suspension/admin. conference/parent contact and re-entry conference conference/ <u>30 day restricted list</u> /meeting with the principal or superintendent/possible In-school suspension review and/or hearing with the board of education	Administrator
<b><u>Possession of Cigarettes</u></b>		
1 <sup>st</sup> offense:	3 detentions/confiscate the cigarettes/parent contact/ suspension/In-school suspension/parent contact and re-entry conference/ <u>10 days restricted list</u>	Administrator
2 <sup>nd</sup> offense:		

**Smoking/Use of Tobacco**

1 <sup>st</sup> offense:	1 day suspension//In-school/parent contact and re-entry conference	Administrator
2 <sup>nd</sup> offense:	3 day suspension/In-school suspension/parent contact and reentry conference/ <u>10 days restricted list</u>	

**Cut class**

1 <sup>st</sup> offense	2 detentions	Administrator
2 <sup>nd</sup> offense	suspension/In-school suspension/parent contact and reentry conference/ <u>10 days restricted list</u>	

<b>Possession/Or use of</b>	1 <sup>st</sup> offense/detention/confiscate items/parent conference	Administrator
<b>Cell phones/iPods and other electronics</b>	2 <sup>nd</sup> offense/3 detentions/confiscate items/parent conference 3 <sup>rd</sup> offense/suspension/In-school suspension/confiscate items/parent conference/ <u>10 days restricted list</u>	

**To promote positive student behavior the following applies:**

Upon completing 15 discipline free school days, a student will remain at the current discipline step for the next referral. Every 15 discipline free school days there after will allow the student to move back one (1) step in the referral process. However, a student will never regress beyond the step of 1<sup>st</sup> referral.

**Intentional Destruction of School or Student Property or Stealing**

1st offense	Emergency referral/admin. conference/parent contact/ three day suspension/In-school suspension/reentry conference/ <u>10 days restricted list</u>	Administrator
2 <sup>nd</sup> offense	Additional referrals/parent contact/ five-day minimum suspension/In-school suspension/parent conference/file charges with the appropriate authority/reentry conference with principal/ <u>20 days restricted</u>	Administrator

NOTE: Destruction &/or defacing school or personal property & theft will involve restitution in addition to other disciplinary action

**Physical attacking a student or Fighting**

1 <sup>st</sup> offense	Formal &/or emergency referral/(first offense)/ admin. conference/parent contact/three (3) day suspension/In-school suspension parent conference/reentry conference/ <u>10 days restricted</u>	Administrator
2 <sup>nd</sup> offense	Formal &/or emergency referral/second offense/admin. conference/parent contact/(4) day suspension/In-school suspension reentry conference with principal/ <u>20 days restricted list</u>	Administrator
3 <sup>rd</sup> offense	Formal &/or emergency referral/(3rd offense)/ parent contact five (5) day suspension/In-school suspension/reentry conference with superintendent/ <u>30 days restricted list</u>	Administrator
4 <sup>th</sup> offense	Additional referrals/In-school suspension until review and/or possible hearing with Board of Education/Restriction to be determined	Administrator

**Physical contact with a student whether or not the aggressor**

1 <sup>st</sup> offense	Physical contact that is deemed aggressive toward another student 1-3 days suspension/In-school suspension/Parent contact and re-entry conference/ <u>10 days restricted</u>	Administrator
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2 <sup>nd</sup> offense	2 days suspension//In-school suspension/Parent contact and re-entry conference with principal/ <u>20 days restricted</u>	Administrator
3 <sup>rd</sup> offense	3 days suspension/In-school suspension/Parent contact and re-entry conference with superintendent/ <u>30 days restricted</u>	Administrator

Consequence is to be determined in light of the situation when the student is not the aggressor

**Misuse or abuse of technology equipment/Internet Use**

1 <sup>st</sup> offense	Formal referral/administrative conference/detention/parent contact/ follow-up/ <u>10 days technology restricted list</u>	Administrator
2 <sup>nd</sup> offense	Formal referral/administrative conference/parent contact/one one (1) day suspension/In-school/reentry conference/ <u>20 days technology restricted list</u>	Administrator
3 <sup>rd</sup> offense	Formal referral/counseling/parent contact/one-day suspension/In-school suspension/reentry conference/ <u>30 days technology restricted list</u> /restitution for labor and materials/follow up	Administrator

**Physically attacking a staff member**

Suspension pending Board action/possible complaint filed with state police Administrator

**Drug and Alcohol** Board Policy Administrator

**Possession of a weapon or toy gun** Board Policy Administrator

**Bus problems**

1 <sup>st</sup> offense	Referral/admin. conference/written warning	Administrator
2 <sup>nd</sup> offense	Referral/admin. conference/written notification/(1) day bus restriction/ <u>5 days restricted list</u> and/or one (1) day after school detention	Administrator
3 <sup>rd</sup> offense	Referral/admin. conference/written notification/parent conference/(2) day bus restriction/ <u>10 days restricted list</u>	Administrator
4 <sup>th</sup> offense	Referral/written notification/reentry conference/ three (3) day restriction/one (1) day suspension/In-school suspension conference with principal/ <u>15 days restricted list</u>	Administrator
5 <sup>th</sup> offense	Referral/written notification/reentry conference/ four (4) day bus restriction/two (2) day suspension/In-school suspension/conference with principal/ <u>20 days restriction list</u>	Administrator

**Additional referrals**

Admin. conference/minimum three (3) day suspension from school/mandatory superintendent's Administrator conference/(5) day bus suspension/restricted list to be determined

**NOTE:** Continued offenses that result in dangerous conditions could result in suspension of bus privileges for a significant period of time

Students on the restricted list may not attend/participate in any school related extra curricular activities. Activities would include all district-sponsored events such as athletics, dances, plays, and field trips.

Subsequent offenses will result in the procedure stated in the previous paragraph.

### **Late to School Policy**

4 unexcused tardies student will meet with guidance counselor	Counselor
5 unexcused tardies – warning	Administrator
6 unexcused tardies – 1 detention	Administrator
7 unexcused tardies – 2 detentions	Administrator
8 unexcused tardies – 3 detentions	Administrator
9 unexcused tardies – 1-day suspension/In-school suspension and <u>10 days restricted list</u> /parent conference	Administrator
10, 11, or 12 unexcused tardies – 3 detentions	Administrator
13 unexcused tardies – 2 days suspension/In-school suspension and <u>20 days restricted list</u> /parent conference	Administrator
14 unexcused tardies – Administrator discretion	Administrator

If a student has a doctor's appointment it is considered an excused lateness. Please present a doctor's note the day of the lateness.

### **Administrative Detention Cut Policy**

1 <sup>st</sup> offense	2 administrative detentions	Administrator
2 <sup>nd</sup> offense	3 administrative detentions/ <u>5 days restricted list</u>	Administrator
3 <sup>rd</sup> offense	1 day suspended/In school suspension/ <u>10 days restricted list</u> /parent contact and re-entry conference	Administrator
4 <sup>th</sup> offense	3 administrative detentions/ <u>15 days restricted list</u>	Administrator
5 <sup>th</sup> offense	Additional referrals will result in 2 days suspension/In-school suspension/parent contact re-entry conference with principal/ <u>30 days restricted list</u>	Administrator

## **PARENT CONFERENCES ARE MANDATORY FOR SUSPENSIONS**

### **STATE TESTING**

The NJASK test for grades 7 and 8 will be given on April 27, 28, 29, 30, 2010. The NJASK test for grades 5 and 6 will be given on May 3, 4, 5 & 6, 2009.

A copy of the test results will be mailed to you. Another copy of the test results will be placed in each student's cumulative folder.

### **MARKING PERIODS AND REPORT CARDS**

Midpoint of 1st marking period:	Oct. 8
First marking period ends:	Nov. 16 (45 days)
Report cards issued:	Nov. 23
Midpoint of 2nd marking period:	Dec. 21
Second marking period ends:	Feb. 2 (90 days)
Report cards issued:	Feb. 9
Midpoint of 3rd marking period:	March 10
Third marking period ends:	April 12 (135 days)
Report cards issued:	April 19
Midpoint of 4th marking period:	May 14
Fourth marking period ends:	June 15 (180 days)
Report cards issued:	Mailed home

## **EXPORATORY/PE/HEALTH CYCLES ending dates**

October 20, December 9, February 2, March 18, May 3 and June 15

## **ATTENDANCE**

Responsibility for having children attend school lies with the parents/guardians. It is important that children attend school unless they are ill. Asking that a child leave before the end of a school day disrupts the continuity of the program. Please try to arrange appointments after school. You have received a school calendar so please try to confine vacation trips to those days that school is not in session. If for any reason a student is absent five consecutive days or more, the parent/guardian is required to obtain a note from the doctor stating that the child may return to school.

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

- 1) Letter to parent/guardian after 7 unexcused days.
- 2) Letter to parent/guardian after 14 unexcused days.
- 3) 5 day notice – student must appear and attend on a regular basis within this time period.
- 4) File papers with Municipal Court for truancy hearing.

Students who have 14 or more days of unexcused absences during the school year will be in danger of having truancy charges filed and in danger of being **RETAINED**, depending on academic status (standing).

**Excused absences include illness with a doctor's note, religious holidays, and death in the family. All excused absences must have a note within 5 days of the absence.**

## **TELEPHONE CALL-IN SYSTEM**

Pittsgrove Township Middle School utilizes a call-in system to report student absences. For this telephone call-in system to work, it is vital that a parent contact the Pittsgrove Township Middle School when your child(ren) is (are) absent.

Please follow the procedure listed below.

1. If your child will be absent from school for any reason, please call the Pittsgrove Township Middle School at 358-8529. **Press 4505** for the attendance office or **"O"** for further choices. **Please state the student's name, grade and reason for the absence.**
2. If your child will be absent for an extended period of time, it will only be necessary to call the first day of the absence and indicate the number of days your child will be out. Also, you may send a note with a brother or sister to inform us about an extended absence.
3. If your child is absent and we do not receive a call by 8:30 a.m., we may call you to find out why your child is not in school.
4. Two telephone calls may be placed in the following order:
  - a. Home
  - b. Work or emergency number

## **PROMOTION AND RETENTION**

It is important to recognize that some children will benefit from the opportunity to continue in the same grade for another year. Several significant factors should be considered and certain procedures should be followed during the retention process.

- 1) The attitude of parents, teachers and principals toward promotion and retention should be positive so that the best interest and the future of the student are the primary considerations for decisions regarding grade placement.
- 2) Parents should be notified by the teacher as early in the school year as possible if retention of a child is a possibility. Interventions will take place each marking period the student is a core subject. It would be advisable in such cases to inform the parents prior to the third marking period that their child may need to be retained.
- 3) By the end of the third marking period a teacher should be able to identify a child who needs to be retained. It would be necessary for a teacher to notify the parents of these children by the conclusion of the third marking and have them sign off the possibility of retention.
- 4) In reaching a decision to retain a child, the appropriate teachers, principal, and when necessary, other school personnel will study all available data before a decision is reached. This data will include standardized testing, which helps measure achievement from year to year.
- 5) The Child Study Team will make recommendations regarding those students who have been referred to them or classified by them.
- 6) It is not advisable to retain a child for more than one year during the elementary grades; however, unusual circumstances may make it necessary to retain a child for the second time.
- 7) Promoting a child on a trial basis is not an option since this procedure tends to create a harmful situation if a child has to be returned to the lower grade.
- 8) To be considered for retention, a child must be below benchmarks in core subject areas.
- 9) Any student having a failing grade in two of the four areas listed below will be retained and/or recommended for appropriate remediation.
  - a. Language Arts
  - b. Math
  - c. Science
  - d. Social Studies
- 10) Students who have excessive unexcused absences during the school year will be in danger of having truancy charges filed and in danger of being **RETAINED**, depending on academic status (standing).
- 11) The final decision for the promotion or retention of an individual student rests with the principal.

### **PARENTAL REQUESTS FOR ASSIGNMENTS**

Periodically a student is unable to attend school for a period of time due to a medical problem. If the child will be absent for more than one day, we invite parents to make requests to have schoolwork sent home or picked up. **REQUEST FOR ASSIGNMENTS FOR A ONE (1) DAY ABSENCE WILL NOT BE HONORED.**

Recently there has been an increase in the number of vacations taken during the school year. If a family decides to vacation during the regular school year, it will become the student's responsibility to pursue any make-up work and/or tests upon return to school. **Requests for long-term assignments will not be honored.**

All assignments, except those requiring special materials missed due to a legal absence from school, must be completed upon returning to school. Each teacher will determine the appropriate length of time required to complete make-up work.

### **CRITERIA FOR GRADING**

#### **Homework and Classwork**

Homework is a great way for you to know if you understand what we did in class. It is a time to evaluate what skills or concepts you need more help with. Completing this task earns you a grade. You get a grade for participating!

In order to get better at anything in life, we have to practice and homework is practice. Please take it seriously and help to keep your grades up.

## Assessment

The time will come for you to show your teachers what you know. There will be various ways for you to do this. It is important to do your best and rise to the challenge when asked. Your grades are important and how you perform on assessments are a big part of your grade.

You have to make sure that you study and take seriously any projects/assessments given in class. Do not wait until the night before a test or project is due to begin studying or working. Ask your teacher or classmates for help if you are unsure of directions or requirements as soon as possible. Remember, prior planning promotes good performance.

### I. Fifth Grade

1. Classwork	35% of grade
2. Homework	25% of grade
3. Assessment	40% of grade

### II. Sixth Grade

1. Classwork	35% of grade
2. Homework	25% of grade
3. Assessment	40% of grade

### III. Seventh Grade

1. Classwork	30% of grade
2. Homework	20% of grade
3. Assessment	50% of grade

### IV. Eighth Grade

1. Classwork	30% of grade
2. Homework	20% of grade
3. Assessment	50% of grade

### V. Algebra

1. Tests	60% of grade
2. Assignments	40% of grade

### VI. Exploratory (for all grade levels)

1. Classwork	33% of grade
2. Homework	33% of grade
3. Assessment	34% of grade

### VII. Health (for all grade levels)

1. Classwork	33% of grade
2. Homework	33% of grade
3. Assessment	34% of grade

### VIII. Physical Education (for all grade levels)

1. Daily Requirements	50% of grade
2. Activity Performance	35% of grade
3. Assessment	15% of grade

When absent, it is the student's responsibility to obtain make-up work. A student will have as many days absent to complete the work from this absence. Please be advised some assignments may need additional time to complete due to missed instruction; however, the teacher will determine whether or not additional time will be provided.

## **HOMEWORK**

Homework is due on the date assigned. Due to its value, all homework must be completed. When absent, it is the student's responsibility to obtain make-up work. A student will have as many days as absent to complete the work from this absence.

## **PROGRESS REPORTS**

All students will receive a progress report at the mid-point of each marking period.

Progress Reports will be given to students on October 19, December 9, March 18, and May 3. **Progress Reports must be signed and returned to subject teachers within 5 schools days.**

## **GUIDANCE SERVICE**

Mrs. Patricia Drager is the guidance counselor for fifth grade and sixth grade students. The guidance counselor for seventh grade and eighth grade students is Mr. Donald McNulty.

### **What is a school counselor?**

A school counselor is a person who cares very much about you and is trained to help you. You may visit him/her to discuss any problem that is bothering you. He/she will not think that any of your problems are silly or unimportant. If something is worrying you, the counselor will be very happy to help you with the problem.

### **When can you visit the counselor?**

The counselor will meet with you for an important issue if you have a pass or your agenda signed by a teacher. You may also complete a student counseling request form and a conference with your counselor will be scheduled as soon as possible. It is very important that students take responsibility to arrive on time for their guidance appointments.

### **Does it mean that you have something wrong with you if you talk with the counselor?**

**Definitely not!** All middle school students meet with the counselor during the year for various reasons. The counselor does not discuss your questions and problems with other students. The counselor is part of the middle school program and will be seeing many students at the request of the students, parents, and teachers. A visit to the counselor is a normal part of the program; it is not a sign of something bad.

## **STUDENT LOCKERS**

**(Grades 7 and 8)**

**Never** give out your combination or **leave** the combination set. **This makes theft very easy.**

No additional locks are to be placed on the lockers. It is expected that students will keep the lockers neat and orderly at all times. Lockers will be inspected periodically. You are responsible for your locker's contents. Use only the locker that was assigned to you.

## **GYM LOCKERS**

Students are encouraged to use combination locks in the gym locker room. The locks must be removed when the class period is over so other students can use the lockers.

## **FUND RAISERS**

Fund raising at PTMS is done by two groups. Funds raised by the PTSO are used to support school programs and activities. Grade levels also conduct fund raising activities. Grade level fundraisers are conducted for the sole purpose of helping to pay for grade level activities and trip(s) for that school year. Any additional money raised will go into the grade level

treasury for use by the grade level. **STUDENTS MAY NOT GO DOOR-TO-DOOR FOR FUND RAISING ACTIVITIES.**

## **STUDENT SALES**

Students may not conduct any sales in school except when they are a part of a board approved school activity.

## **BOOK BAGS**

Students may use book bags to bring materials to school and to take materials home. Students will **NOT** be allowed to carry book bags from class to class. Students will be able to go to their desks or lockers at various designated times throughout the school day.

## **PITTSGROVE TOWNSHIP SCHOOLS HEALTH NEWS**

Since children all learn better when they are in the best of health, the school nurses will be busy promoting good health habits, detecting problems, and providing care and counseling for your children. The following is an explanation of the health related experiences in which your child will be involved throughout the schools:

Height and Weight	Grades Preschool - 12
Vision	Grades Preschool, K, 2, 4, 6, 8, 10
Hearing	Grades Preschool, 4, 6, 8, 10
Color Deficiency	Grades 1
Blood Pressure	Grades Preschool - 12

Screenings may be done more frequently than stated at the discretion of the individual school nurse. In addition to the above screenings, all pupils in grades 5, 7, 9 and 11 will be checked for scoliosis. State law requires biennial examination of every student between the ages of 10-18. Scoliosis is defined as a condition of the spine in which the spine may curve to the right or left. It is most commonly found during the time of rapid growth and may progress if not treated. The purpose of the screening program is an attempt to recognize scoliosis in its earliest stages.

A pupil may be exempt from this examination if requested in writing by the parent or guardian.

School nurses and/or physical education teachers will do screening. Girls will be required to remove their outer garments and boys will be required to strip to the waist.

You are invited to be present if you so desire. However, you will need to notify the nurse in writing so that you can be advised of the time and date. Whether or not you are present, you will be notified of any concerns.

## **PHYSICAL EXAMINATIONS**

A physical exam is required of all students moving into the district (all grade levels). This exam should be performed by the student's family physician. This exam must be done no more than 365 days prior to entry. Parents should be reminded of the importance of obtaining a physical examination at least once during each of the student's developmental stages:

Early Childhood (preschool through grade 3)
Pre-adolescence (grades 4 through 6)
Adolescence (grade 7 through 12)

## **IMMUNIZATIONS**

Recent changes in immunization mandates (Chapter 14, N.J.A.C. 8:57-4.1 to 8:57-4.17) now require all students born after January 1, 1997 and entering or attending Grade 6 to receive the following vaccinations:

### **DPT vaccine**

- Every child born on or after January 1, 1997 and entering or attending Grade 6, or a comparable age level special education program with an unassigned grade, on or after September 1, 2009 shall have received one dose of Tdap given no earlier than the 10<sup>th</sup> birthday.

- If the child received a Td booster dose less than five years prior to entry or attendance, he/she will not be required to receive the booster until five years have elapsed since the last documented dose of DTP/DTaP or Td.
- Children born on or after January 1, 1997 and transferring into a New Jersey school from another state or country after September 1, 2009 shall have received one dose of Tdap, provided at least five years have elapsed since the last documented Td dose.

### **Meningococcal vaccine**

- Every child born on or after January 1, 1997, and entering or attending grade 6, or a comparable age level special education program with an unassigned grade, on or after September 1, 2009 shall have received one dose of meningococcal-containing vaccine, such as the medically-preferred meningococcal conjugate vaccine.
- Children born on or after January 1, 1997 and transferring into a New Jersey school from another state or country shall have received one dose meningococcal vaccine.

### **MEDICATION IN SCHOOL**

No medication will be given in school without written permission from parent/guardian and physician. If medication must be given during school hours, the following procedures are to be followed to comply with school regulations.

1. Written orders from a physician should give: name of drug, dosage, and time medication is to be taken. A diagnosis may be given if physician determines it necessary.
2. Written permission provided by parent/guardian requesting school to comply with physician's order.
3. Medication must be brought to school in original container and labeled by pharmacy or physician.
4. Nonprescription medication (ointments, cold tablets, etc.) cannot be given without prior written consent of parent and physician except for Tylenol and Advil, which can be given with written consent of parent.
5. Parents or guardians are to bring medication to the Nurse's Office. Medications are not to be sent on the bus with students.
6. The nurse is to administer medication.
7. Single pills out of the original container will not be administered.

Your attention and cooperation in this matter will be appreciated.

### **ILLNESS, INJURY AND COMMUNICABLE DISEASES**

Our teachers and nurses will keep a close watch on your child. If illness occurs, we will attempt to notify you. If your child has been hospitalized or absent from school for any illness lasting five consecutive days or more, a note from your family physician is required before your child may return to school.

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

If your child must be excused from participating in physical education activities due to illness or injury, a note from your physician is required. In such case, he/she will also be exempt from participating in other physical activities in school (recess, athletics, etc.).

Any student suspected of having a "nuisance" disease; namely, impetigo, ringworm, pink eye (conjunctivitis), lice (pediculosis), scabies (mites under the skin), or any questionable rash, will be excluded from school and may only return with a physician's note.

If there are any health problems you feel the school should be aware of, please do not hesitate to notify us. If there are any problems we feel you should be aware of, you can be assured we will notify you.

We appreciate your cooperation in caring for the well being of your child. Please feel free to call your child's school nurse if you have any questions on the above information.

Mrs. Susan Hunkele	Norma School Nurse (PreK-K)	691-1746
Mrs. Lisa Magnan-Bricker	Olivet School Nurse (Grade 1-4)	358-2081
Mrs. Tracie Ewing	Middle School Nurse (Grade 5-8)	358-8529 (ext. 4509)
Mrs. Josephine Knaub	Schalick High School Nurse (Grade 9-12)	358-2054

**AFFIRMATIVE ACTION**

The Pittsgrove Township Board of Education affirms its responsibility to insure all students in public schools of the Township of Pittsgrove equal education opportunity and all employees equal employment opportunity regardless of race, color, creed, religion, sex, ancestry, national origin, and social or economic status. To fulfill this responsibility, the Board shall establish a program to review, and modify as may be necessary, its present school and classroom programs and employment/contract practices. The Affirmative Action Officer for Pittsgrove is Loretta Elwell. She may be reached at 358-3094, extension 4313.

**We are an Equal Opportunity Employer - F/M**

**CONCLUSION**

The goal of all members of the Pittsgrove Township Middle School family is that each student has a successful school experience. As a result, the PTMS staff and the PTSO strongly feel that this school student handbook contains useful information that will help each student set goals and manage time. We request that students review the PTMS handbook with their parents. If you have any questions please ask.

We want to give special thanks to our PTSO for their monetary assistance. Students in grades 5 – 7 are expected to use the agenda daily throughout the school year for all subjects. Students in grade 8 are expected to use their calendar, which is located on their laptops, throughout the school year for all subjects.