

WELCOME
 To
 PENN BEACH
 ELEMENTARY SCHOOL



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Pennsville School District
Penn Beach Elementary School
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Dear Parents and Students,

It is an honor and privilege to be at the service of an outstanding faculty and the wonderful families and students who make up the Pennsville community. My vision as principal is to ensure that ALL Penn Beach students will learn to high levels of mastery and gain confidence in their advancing skills.

A major factor in making this vision a reality is developing strong partnerships with parents, our students' primary teachers. Research suggests that parental interest and involvement in a child's education is one of the most significant factors in determining student success. I encourage all of you to be active participants in the education of your child. Be sure to inquire about your child's time spent at school. Get involved as he or she completes homework or seeks your help on special projects. Encourage your child to read every night. Be confident that we will be working hard on our end to provide your child with the best education possible. Our collaborative efforts will prove beneficial for your child.

Please take a moment to read the following information. Further information will be contained in our school newsletters, the District Calendar, and our district and school websites.

Sincerely,



Mr. Mark Zoppina

PRINCIPAL - Mr. Mark Zoppina NURSE – Mrs. Wendy Van Gemert SECRETARY – Mrs. Meredith Sobelman

MISSION STATEMENT

The Mission of Penn Beach School is to improve student achievement and responsibility through the building of self-esteem. Through a variety of instructional techniques, we will utilize each student's individual learning styles and strengths. Penn Beach will develop a collaborative partnership with parents through practical strategies that promote individual and group success without lowering high expectations.

MY SPECIAL SUBJECT SCHEDULE

Name: _____

Teacher: _____

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

MAKE-UP WORK

Make-up work for students who are on vacation will be given upon the student's return to school. Make-up work for student illness may be picked-up in the office upon request at the end of the school day. Make-up work for an extended illness will be provided at a time decided upon by the teacher and parent/guardian. **When requesting make-up work for student illness, please call the school as early as possible, preferably before 9:00 a.m. as teachers may not be able to fulfill late requests.** The request for make-up work may be left as a message on the answering machine when notifying the school that your student will absent. The number for reporting a student absent is 540-6200, option 4, then dial 1.

PREPAREDNESS

Students should attend school exhibiting the proper cleanliness and proper clothing according to the weather and dress code. Students must come prepared daily with essential school items such as their homework, folders, notes, library books, and lunch/lunch money.

SCHOOL HOURS

It is necessary for you to arrive at school on time and ready for class. This helps you to start your day off properly. Students are permitted to enter the school at 8:05 a.m. Students should not be dropped off prior to 8:05 a.m. as we do not have supervision.

Full Day:

8:05 a.m. - Entrance of Students to Classrooms

8:20 a.m. - Late Bell (School Day Begins)

2:45 p.m. - Bus Ready Bell (Tier One Bus Students Dismissed)

2:50 p.m. - Non-Escort Students Dismissed (Tier One Busses Depart)

2:55 p.m. - Bus Ready Bell (Tier Two Students Dismissed to All-purpose Room)

3:00 - 3:05 p.m. - Tier Two Busses Depart

Note: An escort program is in place after school for students who opt in the program in accordance with State guidelines.

* Escort students must be picked up by their designated escort between 3:10 - 3:25 p.m.

Half Day:

8:05 a.m. - Entrance of Students to Classrooms

8:20 a.m. - Late Bell (School Day Begins)

12:45 p.m. - Bus Ready Bell (Tier One Bus Students Dismissed)

12:50 p.m. - Non-Escort Students Dismissed (Tier One Busses Depart)

12:55 p.m. - Bus Ready Bell (Tier Two Students Dismissed to All-purpose Room)

1:00 - 1:05 p.m. - Tier Two Busses Depart

* Escort students must be picked up by their designated escort between 1:10 - 1:25 p.m.

STUDENT BEHAVIOR

You are expected to respect yourself, your schoolmates, and all school staff. Show self-control and use appropriate language at all times. This would include respectfully treating other students' property as well as school property.

Follow all school rules while in school. Students are expected to show respect to each other and to staff members at all times. Every person has the right to come to school and not be hurt by another's actions, words, or gestures. Negative comments that relate to a person's looks, race, background or other characteristics will not be tolerated. Per Pennsville Board of Education Policy 5131: The best discipline is self-imposed, and pupils must learn to assume and accept responsibility for their own behavior and for the consequences of their misbehavior. Staff members who interact with pupils shall use preventive disciplinary

action and positive behavioral interventions which facilitate the pupils' ability to grow in self-discipline, self-control skills, social awareness and group participation skills, and social problem-solving skills.

BICYCLE/SCOOTER REGULATIONS

All riders must have a signed permission slip on file which they may obtain from the office or the Penn Beach webpage. You are expected to follow the rules of the road for bike/scooter riders. Bike riders are required to walk their bikes on school property. We suggest that you lock your bike. The school will not be responsible for damaged or stolen property. Please note: students are not permitted to wear "roller sneakers" in school. Remember--WEAR HELMETS! IT'S THE LAW!

SPECIAL AREAS

When you go to a special area teacher, follow the teacher's routine.

- * Art - smock, special material needed.
- * Health - completed assignments.
- * Library - return books, magazines, projects.
- * Music - enter quietly. No cough drops permitted for safety reasons.
- * Physical Education - appropriate clothing and footwear.

Reminder: Dress appropriately for physical education with your classroom teacher too!

LUNCH PROCEDURES

When ordering your lunch in the morning, be sure to order what you really want to eat that afternoon. Frequently, there is a problem with students ordering one lunch and taking another, resulting in someone not getting that grilled cheese they especially wanted.

Each student will be issued a PowerLunch ID card in September. Teachers will distribute lunch ID cards to students who are buying lunch or a drink just before going to lunch each day.

If students have money on their PowerLunch account, the money will be deducted from that account. Students will still have the option of

paying cash, but need to still complete their lunch transaction using their PowerLunch ID card.

Additional Lunch Information:

- There is a \$10.00 minimum on PowerLunch deposits. If students bring in any amount lower than this, they should pay in line as they did prior to our PowerLunch implementation.
- Students may add money to their lunch account by cash or check (payable to Pennsville School District) only. Deposits will be added by school cafeteria personnel in the morning between 8:10 and 8:40 a.m. Parents have two options for making deposits:
 - 1) Send money in with their child in a sealed envelope. Teachers will send these students to the cafeteria to deposit the money between 8:10 and 8:40 a.m. (OR)
 - 2) Parents may come in between these times to deposit lunch money.
- If we find that lunch cards are being deliberately destroyed, we will be charging the student's family \$5.00 to replace the card. Please encourage your child not to bend, bite, write on, cut, or otherwise destroy his/her lunch card.

Remember your lunchtime is for the enjoyment of all. Keep the noise level *down*.

GUM CHEWING

Gum chewing is not permitted in school at any time. Children are not to bring gum to school.

MEDICATION

All medication must be given through the Nurse's Office following state guidelines. You must have a doctor's note and a parent note for any medication, even over the counter medication, to be given during

school hours. When cough drops are to be used throughout the school day, a note from your parent/guardian must accompany the cough drops to the nurse's office first thing in the morning. The school nurse will give them to you as needed.

GYM EXCUSES

If you need to be excused from Gym Class because of illness or injury, bring your doctor's note to the Nurse's Office first thing in the morning.

LOST & FOUND

Put your name on your belongings (lunch boxes, bookbags, coats, and hats). If they are turned in at the office with your name, you will be notified by the secretary. Please remember that there is a Lost and Found box in the main office.

BUS REGULATIONS

School bus service is maintained to provide transportation to and from school for eligible Pennsville students. All students who ride a school bus have a responsibility to be considerate of the comfort and safety of others as well as themselves. The following guidelines must be adhered to in order to maintain your bus privileges:

1. Be on time.
2. While waiting for the bus, students should not stand on or play in the road or abuse the property of the homeowners living near the bus stop.
3. Never run to or from the bus.
4. Stand back from the curb and wait for the driver's signal before crossing; cross at least 10 feet in front of the bus.
5. Do not push, shove, fight, yell or shout.
6. Stay in your assigned seat and wear your seatbelt at all times.
7. Do not put heads, arms, hands, feet, or any other objects out of the windows.
8. Do not throw articles inside the bus or out the windows.

9. Do not eat or drink on the bus.
10. Always obey the driver; be courteous at all times.
11. Exit the front door only (except in cases of emergency).
12. Never crawl under a school bus.
13. Take care of your bus; parents are responsible for damages caused by their child's actions.
14. All students must ride their assigned bus. Any bus change request must be made in writing through the Transportation Office, located in the District Office. 24-48 hours notice is needed and must be approved by the Transportation Office before the student can begin with the change; never assume your request will be granted.

The bus driver has absolute authority on the bus at all times. Failure to comply with the regulation may result in a student's bus privileges being suspended or terminated and disciplinary action taken. Students are expected to demonstrate safe behavior on the bus and at the bus stop.

ORGANIZATION AND STUDY SKILLS

Once you have entered your classroom, be sure to follow your classroom's routine such as hanging up your coat, unpacking your bookbag, and beginning morning warm up assignments. Listening, following directions, and completing assignments are all very important components to being a successful student.

HOMEWORK AND PROJECTS

Make certain you know what your assignments are and when they are due. Students should have homework assignment books everyday.

TEXTBOOKS

Classroom teachers will assign textbooks by number. You are responsible for keeping textbooks covered at all times and taking reasonable care of them. Do not use book covers that adhere to the book, as this will ruin the cover. If you plan to use a book "sox", please make sure that you purchase the correct size. If it is too small, it

damages the spine of the book. Many of our books require the large or extra large size. Fines/replacement costs will be assessed for damaged/lost textbooks, school materials and library books. Report cards will not be issued to students who have outstanding fines.

ELECTRONIC EQUIPMENT

iPads, iPods, MP3 players, electronic toys, etc., are not permitted in school (please leave these items at home). It is not safe to use them on the way to or from school either. Cell phones must be turned off and left in your child's backpack upon arrival at school. Students are not permitted to use their cell phones during the school day. The school is not responsible for lost or stolen property.

BIRTHDAY CELEBRATIONS

Our cafeteria service will be designating one day each month as "Birthday Celebration Day". On that day, we will celebrate all the birthdays for that month. A birthday treat will be served to all students even if they do not buy lunch. Summer birthdays will be celebrated in June. Students are not permitted to bring in birthday items/treats from home to distribute to other students.

ESCORT PROGRAM

An escort program is in place after school for students who opt in the program in accordance with State guidelines. Parents/guardians who do not want their children to leave school unescorted must make their wishes known by filling out the appropriate escort program option form which was sent home in the summer packet. These escort program option forms also available in the Penn Beach main office. Students enrolled in the program must follow the escort program guidelines.

* Escort students must be picked up by their designated escort between 3:10 - 3:25 p.m.

ATTENDANCE

The Pennsville School District implements a Board of Education "Student Attendance Policy". The policy stresses the importance of student attendance. We understand that illnesses and circumstances arise that cannot be avoided, and that there are times when children must miss school. However, **excessive absenteeism** can take a toll on our children's academic successes. When students are absent, everyone in the classroom is affected, not just those students who miss school. Teachers may have to take time away from lesson planning and delivery of instruction for all students in order to gather make-up work, administer make-up assessments, and catch-up students on important skills they missed. Schooling has changed and so have the types of learning experiences that we provide our students in classrooms today. It is very difficult to prepare make-up work to replace cooperative group activities, inquiry-based/discovery type experiences and "hands-on" math lessons to name a few. In addition, the student misses the instructional piece necessary to be successful with the "work". It may be necessary for make-up work to be given upon return as opposed to in advance. It is very important for students to be in school whenever possible.

Please refer to our District's Student Attendance Policy (5131) for more information regarding student attendance.

STUDENT DRESS CODE **(File Code 5132)**

In keeping with the goals of the Board of Education to provide a safe, healthy and non-discriminatory environment for educating students for maximum academic and social development, the following restrictions on dress shall be enforced. In all cases, in accordance with Policy #5132, school administrators will determine what is "appropriate attire."

1. Students are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other pupils is beyond typical behavior.
2. Pants shall be worn fastened and at the waist.

3. All shoelaces must be tied. Flip-flops may be worn at student's own risk. (Sneakers need to be brought in to participate in PE, recess, and teacher PE.)
4. Skirts, dresses and shorts of appropriate length are permitted. They must be long enough to reach 2 inches below fingertip length (past mid-thigh).
5. Midriff (bellies) must be covered with clothing at all times.
6. No revealing/provocative clothing of any kind:
The following items are NOT PERMITTED: transparent or see-through tops; tank tops; spaghetti straps; strapless and halter tops; muscle shirts; low-cut clothing or tops and outfits that provide minimum coverage. (Sleeveless shirts that are cut close around the arms are acceptable; otherwise tank tops should be worn underneath sleeveless shirts.)
7. Underwear shall not be visible. Garments that are perceived as or resemble underwear (i.e. bra/spaghetti/camisole straps; boxer shorts) are not permitted to be visibly exposed.
8. Sleepwear and items perceived as or that resemble such are inappropriate for school (i.e. no pajamas or slippers).
9. Offensive items are prohibited. Anything that promotes, advertises, depicts or mentions anything associated with drugs, alcohol, tobacco products or things of a violent or sexual nature are not allowed. Anything that is vulgar, obscene, rude, lewd or is aimed at demeaning a specific group or individual (s) is prohibited.
10. Hats, caps, headgear/headbands, sunglasses, or bandanas of any kind may NOT be worn in school. These items must be removed upon entrance to the building and may not be worn until the completion of the school day; glazed and/or tinted lenses that obstruct the view of a student's pupils are unacceptable and a health issue. Gloves/fingerless gloves are not permitted.
11. Any article of jewelry considered to be a safety hazard is prohibited. This includes heavy chains; large earrings; choker, spiked, studded, or sharp jewelry; and long, hanging straps on clothing.
12. If you are not sure if something may or may not be worn, check with your Principal before wearing it to school.
13. Exceptions for special events (prom, Spirit Days, etc.) or individual exemptions (health, religious, etc.) may be granted by an administrator.

Students are expected to meet the dress code guidelines each day of school. Students who choose not to meet the dress code will not be permitted in class until acceptable clothing is secured. Repeated violations of the dress code will result in further disciplinary actions.

School administrators may require special clothing for health and safety reasons for students participating in physical education or applied technology.

REPORT CARDS/POWERSCHOOL

The school year is divided into 3 marking periods. Student progress for students can be monitored at any time by logging on to PowerSchool. Please note that progress reports and report cards will not be sent home. If you do not have Internet access, you may contact the main office to be mailed a copy of the progress reports and report cards.

CUSTODY ISSUES

The principal must be given copies of any legal documents that pertain to any change in custody or visitation restrictions made by one party or another.

PARENT – TEACHER CONFERENCES

The parent – teacher conference gives you an opportunity to meet your child's teacher, discuss your child's progress and bring up any concerns or issues you may have. More importantly, you can talk about ways to work together to make this year as rewarding as it can be for your child.

Here are helpful tips for a successful conference:

Before the Conference

- Talk with your child about school—likes, dislikes, feelings

- Write down your concerns: academic progress, problems at home, behavior, peer relations, attitude, and questions about classroom procedures or homework policy.

During the Conference

- Discuss the concerns you have written down
- Listen carefully to everything the teacher says and take notes for future reference.
- If you don't understand something, ask to have it explained.
- Ask for suggestions you can do at home to help your child.
- Assure the teacher of your continued support.

After the Conference

- Talk with your child about the conference. Share any positive comments the teacher made. Let your child know you are proud!
- Follow up with any suggestions you and the teacher agreed upon.
- Be sure to call the teacher any time you have a question or concern.

AFTER-SCHOOL HOURS / STUDENTS RETURNING TO SCHOOL

Students who return to school after school hours to pick up homework and other forgotten items will not be permitted to enter their classroom after school office hours (3:30pm). Custodians are not permitted to unlock classrooms for students.