

# **NELLIE F. BENNETT SCHOOL**

## **Parent/Student Handbook**

2016 – 2017



### **POINT PLEASANT SCHOOLS MISSION STATEMENT**

To assure that all students are equipped with the essential skills necessary to acquire knowledge and understanding; to instill the desire to question and look for truth that students may become critical thinkers and life-long learners; and, to assure that all students practice self-discipline, perseverance, fairness and judicious decision making. It is the expectation of this school district that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.

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# NELLIE F. BENNETT SCHOOL

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Dear Parents,

We would like to take this opportunity to welcome you to the 2016-2017 school year. Nellie F. Bennett School has a wonderful atmosphere for learning, and we look forward to working with you to provide an exceptional education for your children.

The Parent-Student Handbook is designed to serve as a guide for you and your child. Information concerning our school is located in this handbook and describes some of the daily routines, policies and procedures. Please review this handbook with your child.

School begins at 8:45 a.m. for grades kindergarten through five. Students who are driven or walk to school may enter the building through the doors near the gymnasium, adjacent to the playground area beginning at 8:20 a.m. If your child arrives to school after 8:45 a.m., the student and a parent must enter through the main lobby to sign in late.

The doors to the school building are locked at all times. All visitors must report to the main entrance. Upon entering the building, visitors must immediately sign in at the main office. This is for the safety of our students and staff.

We wish you and your child all the best for an enjoyable and rewarding experience at Nellie F. Bennett Elementary School.

Respectfully,

James E. Karaba

Derek G. Hulse

**BACK TO SCHOOL NIGHT FOR NELLIE F. BENNETT SCHOOL**  
is scheduled for  
**Thursday, September 22, 2016 at 7:00 p.m.**

## CONFERENCES

Parent –Teacher Conferences are scheduled for November 15 - 18, 2016 and April 10-13, 2017. On these days, students will be released at the following times:

Grades Kindergarten -5	8:45 a.m. – 1:05 p.m.
Preschool/ AM	8:40 a.m. – 10:40 a.m.
Preschool/ PM	10:40 a.m. – 12:40 p.m.

Conferences may also be arranged as the need arises by contacting your child's teacher.



**POINT PLEASANT BOROUGH SCHOOL DISTRICT  
POINT PLEASANT, NEW JERSEY  
2016-2017 SCHOOL CALENDAR**



S	M	T	W	T	F	S
<b>SEPTEMBER</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
<b>OCTOBER</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
<b>NOVEMBER</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
<b>DECEMBER</b>						
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
<b>JANUARY</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- SEPTEMBER**  
1-2 -- Orientation/Staff Development  
5 - Labor Day Weekend -- Schools Closed  
6 -- Staff Development  
7 - First Day of School
- OCTOBER**  
7 - Staff In-Service Students Off  
10 - Columbus Day
- NOVEMBER**  
10-11 -- NJEA Convention Schools Closed  
23 - Half Day  
24-25 -- Thanksgiving Recess
- DECEMBER**  
23 - Half Day  
24-31-- Winter Break
- JANUARY**  
1 - New Year's Day -- Schools Closed  
2 - School Reopens  
16 - Martin Luther King Day
- FEBRUARY**  
17-20 -- President's Weekend
- MARCH**
- APRIL**  
14 - Good Friday -- Schools Closed  
17- 21 -- Spring Recess -- Schools Closed  
24 - School Reopens
- MAY**  
29 - Memorial Day
- JUNE**  
16 - Last Day of School

	Students First Day
	Holidays/Vacation Days
	Half-Day, No PM Daycare
	Staff Development - Students Off
	Last Day of School
180 =	Total Number of Student Days
184 =	Total Number of Teacher Days

S	M	T	W	T	F	S
<b>FEBRUARY</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
<b>MARCH</b>						
			1	2	3	4
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
<b>APRIL</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
<b>MAY</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
<b>JUNE</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

TWO DAYS HAVE BEEN ADDED TO THIS CALENDAR IN THE EVENT OF INCLEMENT WEATHER. IF THESE TWO EXTRA DAYS ARE NOT USED, THEY WILL BE ADDED TO MEMORIAL DAY WEEKEND AND/OR SPRING BREAK. IF ADDITIONAL INCLEMENT WEATHER-RELATED SCHOOL CLOSINGS ARE NECESSARY, THAT MAY RESULT IN HAVING MAKE-UP DAYS BEING TAKEN FROM PRESIDENT'S WEEKEND OR SPRING BREAK, OR ADDED TO THE SCHOOL YEAR. SCHOOL CALENDAR IS SUBJECT TO CHANGE.

**NELLIE F. BENNETT ELEMENTARY SCHOOL  
POLICIES AND PROCEDURES**

(For a complete listing of all district policies, please visit  
<http://www.pointpleasant.k12.nj.us/DistrictPolicies.htm>)

**ARRIVAL AND DISMISSAL**

**ARRIVAL AND DISMISSAL TIMES:**

Grades Kindergarten – 5	8:45 a.m. to 3:20 p.m.
Preschool A.M. Session	8:40 a.m. to 11:10 a.m.
Preschool P.M. Session	12:50 p.m. to 3:20 p.m.

**BUS RIDERS** – Students who arrive by bus will enter through the back of the school along the Bayberry Lane entrance.

**WALKERS** – Students who are driven or walk to school must enter the building through the doors near the gymnasium, adjacent to the playground area. Parents are requested to pull up to the end of the curbing and as a result, more cars will be able to enter the school parking lot. **Please do not leave vehicles unattended in the fire lane at any time.** Students can begin arriving at 8:20 a.m. Supervision is not available until that time.

**BICYCLE RIDERS – Only students in grades three to five may ride their bicycles to school.**

Students in all other grades **may not** ride their bicycles to school- **even if accompanied by a parent.**

Students who remain after school for activities such as Voyager, Think Tank, Academic Bowl, Chorus, etc., may not ride their bikes home from school and must be picked-up or report directly to daycare.

Bicycle helmets **MUST** be worn as per the law. The administration will not allow any student to ride his/her bicycle without a helmet. Bicycles must be locked to the bike rack during school hours. After the children lock their bicycles, they should bring their helmet into the building. This will allow the classroom teacher to dismiss your child as a biker. The bike rack is located along Bayberry Lane and another is located adjacent to the playground area. Parents should fill out the bicycle permission slip (grades three to five only) that will be sent home on the first day of school. The permission slip will be kept on file for the school year. Parents are encouraged to review safe riding routes with their children. The safest routes are those used by our walking students where crossing guards are on duty. **Scooters and/or skateboards are not permitted on school grounds.**

**GENERAL INFORMATION**

For maximum learning to occur, it is imperative that we limit classroom interruptions to those of an emergency nature. Please adhere to the following: a) discuss after school plans with your child before he/she leaves for school in the morning. Any change in the normal dismissal routine requires a note to the teacher; b) medical and other appointments should be made during non-school hours; c) siblings are not allowed to attend events for siblings during the school day.

Please Note: Only a person listed on your emergency card, over the age of 18, may sign your son/daughter out of school.

**PUPIL SUPERVISION AFTER SCHOOL DISMISSAL**  
**BOARD OF EDUCATION, POINT PLEASANT BOROUGH, POLICY No. 8601**

Any parent(s) or legal guardian(s) of a pupil attending a district-operated school or program in grades Kindergarten to five, where the pupil is not eligible for district-provided transportation or is eligible and elects not to use district-provided transportation after dismissal may request the school or program not release the pupil to walk home after dismissal unless the pupil is released to the parent(s) or legal guardian(s) or escort(s) designated by the parent(s) or legal guardian(s).

The parent(s) or legal guardian(s) requesting their child(ren) only be released to a parent(s) or legal guardian(s) or parent(s) or legal guardian(s)-designated escort after dismissal must submit a completed Request for Supervision at Dismissal from School Form to the Principal or designee, or program administrator.

The Form shall be made available in the Main office of the school building or the location of the program and on the school or school district website to parent(s) or legal guardian(s) in the beginning of the school year.

Only those parents or legal guardians requesting the school or program not release their child(ren) to walk home after school dismissal unless the child(ren) is released to the parent(s) or legal guardian(s) or designated escort need to complete the Request Form.

In order for the school administration to effectively implement the requirements of this Policy and to ensure the safety and security of pupils that will be released to a parent(s) or legal guardian(s) or designated escort, the parental request shall be applicable for every school day and shall apply for a duration period of the entire school year. The Request Form must be resubmitted at the end of the duration period. In addition, a parent(s) or legal guardian(s) may rescind their Request by submitting a written request to the Principal or program administrator indicating the date in which the parent(s) or legal guardian(s) no longer requests the school provide supervision of their child(ren) after school dismissal. The child(ren) will be dismissed in accordance with typical dismissal protocol effective the date indicated in the rescinding request.

The Principal or designee, or program administrator upon receiving the Request for Supervision at Dismissal from School Form, shall notify the appropriate school staff member(s) who has supervision of the pupil at dismissal time at the end of the school day of the parent's or legal guardian's request. The supervising staff member that receives such notice shall retain supervision of the pupil when other pupils are dismissed from school at the end of the school day.

In the event the parent(s) or legal guardian(s) or designated escort does not arrive to pick up their child(ren) after the dismissal time of school, the Principal or designee will attempt to contact the parent(s) or legal guardian(s) using the district's emergency call procedures.

The pupil(s) shall be supervised by school staff in the designated area of the building and will only be released when the parent(s) or legal guardian(s) or designated escort arrives to pick up the pupil.

In the event of an emergency such that, when an unforeseen event prevents a parent or legal guardian or designated escort from arriving for the child(ren) at dismissal within the time period designated by the Principal or program administrator, the pupil will be relocated to the Main Office in the school building and will remain in the Main Office supervised by the Main Office staff for no more than ten minutes.

After ten minutes the pupil will be relocated to the Day Care Program where the pupil will be supervised by after-school program staff until the parent(s) or legal guardian(s) or designated escort arrives. A day care fee will be assessed.

If it is determined by the building administrator that the frequency of delayed pick-ups is excessive, a pupil may be relocated to the Day Care Program and subject to after school program fees immediately.

## DAYCARE

Child care is provided at Nellie F. Bennett School before and after school beginning at 7:00 a.m. and ending at 6:00 p.m. Children must be registered in advance to participate in the Day Care program. Interested parents should contact the Daycare Office at (732) 701-1900 x5206. Additionally, please visit the “Child Care” link on the District website to download pertinent information pertaining to contact information, discipline policy, parent handbook, rates & services and registration forms.

**Please note that if there is a delayed opening, day care will begin at 9:00 a.m. instead of 7:00 a.m. If there is an early dismissal, day care will close at 3:00 p.m. or as soon as all students have been picked-up.**

If there are any changes in the daycare schedule, a note **MUST** be sent to Daycare **AND** to the teacher. If there are any questions, problems, or changes, please call Daycare at 732-701-1900 Ext. 5206.

## ATTENDANCE

### BOARD OF EDUCATION, POINT PLEASANT BOROUGH, POLICY No. 5200

The Point Pleasant Board of Education requires that the pupils enrolled in the schools of this district attend school regularly in accordance with the laws of the State. The educational program offered by this district is predicated on the presence of the pupil and requires continuity of instruction and classroom participation. The regular contact of pupils with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a certified teacher are vital to this purpose. Attendance at school may be excused for certain absences as defined by the Board of Education. **All absences for reasons other than excused, shall be unexcused.**

Regular and punctual attendance is extremely important. A doctor’s note is required when your child has missed five or more consecutive days of school. **If your child is going to be absent or late, please call (732) 701-1900 Extension 2144.** You may also request homework on this line. Homework must be requested before 10:00 a.m. Homework may be picked up at the homework table located adjacent to the All Purpose Room after 4:00 p.m. (enter through the Riviera Parkway doors only).

## PROMOTION AND RETENTION



## BOARD OF EDUCATION, POINT PLEASANT BOROUGH, POLICY No. 5410

The Board of Education recognizes that each child develops and grows in a unique pattern and that pupils should be placed in the educational setting most appropriate to their social, physical, and educational needs. Each pupil enrolled in this district shall be moved forward in a continuous program of learning in harmony with his/her own development.

A pupil in the elementary grades will be promoted to the next succeeding grade level when he/she has completed the course requirements at the presently assigned grade; has achieved the instructional objectives set for the present grade; has demonstrated the proficiencies required for movement into the educational program of the next grade; and has demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

School attendance shall be a factor in the determination of a pupil's promotion or retention. Only extenuating circumstances should permit the promotion of a pupil who has been in attendance fewer than one hundred sixty days during the school year. Classroom teachers shall recommend to the Building Principal the promotion or retention of each pupil. Parent(s) or legal guardian(s) and adult pupils may appeal a promotion or retention decision to the Superintendent whose decision shall be final.

### DELAYED OPENING

The Point Pleasant School District may use a two-hour delayed opening when severe winter weather conditions cause a need for additional time to prepare the schools for opening. When the Superintendent of Schools decides that it is necessary to use the delayed opening plan, notification to parents will be made by the same radio stations that announce school snow day closings, as well as the Honeywell *Instant Alert for Schools System*.

If we do have a delayed opening for Point Pleasant Schools, the Nellie F. Bennett School schedule will be as follows:

Grades Kindergarten through Five                      Arrival is 10:45 a.m.                      Dismissal is 3:20 p.m.

The A.M. Preschool class will attend from 10:40 a.m. until 12:40 p.m. The P.M. Preschool class will attend from 12:40 p.m. until 2:40 p.m.

Day care will begin at 9:00 a.m. instead of 7:00 a.m.

In the event that the Superintendent of Schools determines the need for an early dismissal, notification to parents will be made by the Honeywell *Instant Alert for Schools System*. The school day will end at 1:05 p.m. and the P.M. Preschool class will be cancelled. Students will follow their normal dismissal routine unless the school is notified of an appropriate change. Daycare will remain open until 3:00 p.m. or until every student has been picked-up.

**Radio announcements of school closings or delayed openings will be made over stations WJLK 94.3 FM, WOBN 92.7 FM, WADB 95.9FM, and NJ101.5FM. This information will also be announced on the television station NJ12.**

### BUS TRANSPORTATION

Students who are eligible for transportation will be notified of bus stop locations and pick-ups time by the Transportation Department. Students are expected to behave in accordance with school rules at their bus stop and on the school bus. This is for the safety of all students. Students who do not behave appropriately at their bus stop or on the school bus may lose transportation privileges for the remainder of the school year.

**If a child is assigned to a bus, they must ride that bus to and from school. Bus students must have written permission from a parent to walk home or to be picked up at school. Walkers are not allowed on school buses except for field trips.**

**Primary students must be met at the bus stop by a parent or other adult designated in writing to meet the child at the bus stop.**

Questions regarding transportation may be directed to the Transportation Department at (732) 701-1900 x2508

### **PUPIL GROUPING BOARD OF EDUCATION, POINT PLEASANT BOROUGH, POLICY No. 2310**

The Board of Education recognizes that district pupils vary in learning styles and ability, therefore, classes in grades Kindergarten through Eight shall be established to promote an organization with heterogeneous grouping.

Building Principals shall be responsible for the scheduling of all pupils into heterogeneous classes and shall balance each class section within a particular grade with regard to gender and academic ability.

In order to ensure that all children have the opportunity for placement in any class on a grade level, parent requests will not be honored.

Parent concerns regarding student placement must be submitted in writing by June 1.

### **SOCIAL MEDIA**

Nellie F. Bennett Elementary School does not support the use of social media sites, such as *Facebook*, to disseminate information about school or classroom events. Such sites may present a safety issue for students and detract from an inclusive school community that is comfortable for all families. An exception is the Nellie F. Bennett PTO's *Facebook* page, which is an open site used only to communicate information about PTO events. Parents are asked not to create social media pages that are related to Nellie F. Bennett Elementary School, Nellie F. Bennett Elementary School classrooms, or other Nellie F. Bennett Elementary School groups.

**DRESS AND GROOMING FOR PUPILS**  
**BOARD OF EDUCATION, POINT PLEASANT BOROUGH, POLICY No. 5511**

The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of pupils and parent(s) or legal guardian(s) to make decisions regarding their appearance, except when their choices affect the educational program of the schools. The Board encourages dress and grooming appropriate to the school activity and that which enhances the health and safety of the pupils. Dress and grooming is an individual affair, but should not in any case be distracting to the educative process. N.J.S.A. 18A:11-1; 18A:11-7; 18A:11-8; 18A:11-9

Students are expected to be dressed and groomed in accordance with good taste and good judgment. Parents should ensure that good personal hygiene is followed and that clothing and accessories are not distracting. Clothing should not be imprinted with inappropriate words, phrases, or symbols. Shorts and skirts must be of appropriate length. Sunglasses and hats should not be worn in school. Footwear must be worn at all times. Flip-flops and sneakers with wheels (heellies) are not permitted for reasons of safety. Appropriate footwear is required for gym and recess. Students wearing open shoes will not be permitted to participate in physical education classes or physical activities at recess.

**HOMEWORK**

The purpose of homework is to help students become self-directed, independent learners. Homework assignments shall support clearly defined school and classroom objectives and shall be used to reinforce and enhance school experiences. The immediate purpose of a specific homework assignment may be to:

1. Strengthen basic skills
2. Extend review of classroom learning
3. Stimulate and further interests
4. Reinforce independent study skills
5. Develop initiative, responsibility, and self-direction
6. Stimulate worthwhile use of leisure time
7. Acquaint parents/guardians with the work pupils do in school

Homework assignments shall be planned in accordance with the following principles:

1. If the homework is to have value, its purpose and relation to what has been learned in the classroom must be clearly understood by the pupil.
2. Pupils should understand not only what to do, but also how to do it.
3. Homework should grow from classroom problems, projects, and concerns.
4. The pupil's total daily homework load must be considered by the teacher when deciding upon the length of any assignment.
5. Assignments should be varied and should require the use of a number of skills.
6. Every homework assignment should be properly evaluated.
7. An approximate time guideline for homework shall be 10 minutes per grade level:  
Grade One – 10 minutes, Grade Two – 20 minutes, Grade Three – 30 minutes,  
Grade 4 – 40 minutes, Grade 5 – 50 minutes.

If your child is going to be absent and you are requesting homework, please call the Attendance Line at 732-701-1900 Ext. 2144. Homework will be placed on the homework table and will be available for pick

up after 4:00 p.m. The homework table is located in the hallway adjacent to the all purpose room. Please enter through the Riviera Parkway entrance. You may also request that homework go home with another student.

It is sometimes necessary, in scheduling family vacations, to take children out of school for several days. We often receive requests for assignments in advance of vacation. Teachers may not be able to provide all advance assignments for students missing school due to vacation. Since teachers' lesson plans may change from day to day depending on a number of variables, it is often difficult to project a week or so in advance where a particular class will be.

Upon their return to school, children are responsible for making up tests, projects, reports and any other assignments that the teacher deems necessary.

### **ITEMS NOT PERMITTED IN SCHOOL BOARD OF EDUCATION, POINT PLEASANT BOROUGH, POLICIES No. 7490 & 8467**

Animals are not allowed on school property (except by special request of the teacher with approval by the Principal). Students are discouraged from bringing to school items that might jeopardize the safety and welfare of other students, personal items that are expensive or valuable, or large sums of money. **The school assumes no responsibility for the damage, loss or theft of these personal items.** Pupils should leave their toys, games, trading cards, radios, electronic games, cell phones, sports equipment (such as basketballs, footballs, etc.) at home. The school provides everything students need for the classroom, physical education, and recess. Chewing gum, carbonated drinks, and other similar items are not permitted. Parents should see that their children do not bring large amounts of money to school. Please send only the money a child needs for the day. Additionally, weapons are prohibited from school property. This includes all types of knives, imitation firearms, air guns and weapon paraphernalia. Any items that can be construed as dangerous (items with sharp points, such as penknives, toy weapons, etc.) are not allowed in school.

### **LOST AND FOUND**

Please have your child check the lost and found periodically. Any items left in lost and found after one month will be donated. Please mark clothing items (particularly jackets and raincoats) and lunch boxes with your child's name.

### **MEDICATION**

Children are **NOT** permitted to bring **ANY** medicine to school (including cough drops). If it is necessary for a child to have medication during school hours, it must be left in the nurse's office. **NO** medication will be given without a note from the parent **AND** a written order from the child's physician.

### **LUNCH**

Please visit our District website and check the Virtual Backpack for monthly lunch menus as well as pricing.

**SCHOOL NUTRITION**  
**BOARD OF EDUCATION, POINT PLEASANT BOROUGH, POLICY No. 8505**

The Board is committed to providing pupils with healthy and nutritious foods; encouraging the consumption of fresh fruits and vegetables, low fat milk and whole grains; supporting healthy eating through nutrition education; encouraging pupils to select and consume all components of the school meal; and providing pupils with the opportunity to engage in daily physical activity.

All reimbursable meals shall meet Federal nutrient standards as required by the U.S. Department of Agriculture Child Nutrition Program regulations. All items served as part of an After School Snack Program shall meet the standards as outlined within this Policy. The following items may not be served, sold, or given out as free promotion anywhere on school property at anytime before the end of the school day:

1. Foods of minimal nutritional value (FMNV) as defined by U.S. Department of Agriculture regulations;
2. All food and beverage items listing sugar, in any form, as the first ingredient; and
3. All forms of candy.

Food and beverages served during special school celebrations or during curriculum related activities shall be exempt from this Policy, with the exception of foods of minimal nutritional value as defined by USDA regulations. These prohibited foods are: *soda, Italian ices, chewing gum, hard candy, lollipops, gum drops, jelly beans, marshmallows, candy corn, soft mints, licorice, cotton candy, and candy coated popcorn.* **These items may not be served in school for class parties or birthday celebrations.** Parents are encouraged to provide healthy snacks for their children and for school celebrations. We ask for your cooperation in implementing our Nutrition Policy.

**The main office is open at 8:00 a.m. each day. Healthy snacks for birthday celebrations may be dropped off in the main office between 7:30 a.m. and 8:45 a.m. We cannot accommodate items that require refrigeration or freezing.**

**RECESS**

Students will be outside for recess unless weather conditions are extreme. Children must wear safe footwear and have jackets when necessary (flip-flops are an example of unsafe footwear.)

**REPORT CARD DISTRIBUTION**

Access to your child's report card will be made available via the Parent Portal. Additionally, parents will have the opportunity to review report cards with their child's teacher during Parent Teacher Conferences on November 15-18, 2016 and again on April 10-13, 2017.

**TEXTBOOKS**

Pupils are provided with textbooks. Parents should emphasize to their children the importance of taking good care of school property. Pupils must pay for lost or damaged books. Please cover all books.

## **VISITORS**

Visitor parking is located in the first and last rows of the parking lot. Please do not park in numbered/reserved parking spaces or in the fire zone. In order to establish the safest, most secure learning environment for all of our students, we have implemented the following procedures:

1. All visitors must report to the main office to sign in prior to entering any other part of the school building. Upon signing in, each visitor will be issued a pass.
2. All doors, including the Main Lobby doors, will be locked. Please be aware that security cameras are actively operating throughout the school building and grounds.
3. Cars are not permitted in the bus/fire lane in front of the Main Entrance at any time. Please refrain from using this lane for safety reasons.
4. Visitors may not consult with staff members or students during class time without Administrative permission.
5. Visitors may not photograph students without permission from the Administration.
6. All visitors to the school must adhere to district, school and borough regulations and any other requests designed to ensure orderly operation of the school.

## **HARASSMENT, INTIMIDATION AND BULLYING BOARD OF EDUCATION, POINT PLEASANT BOROUGH, POLICY No. 5512**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

Harassment, Intimidation, and Bullying Definition:

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either 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 disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37- 15.3;
3. 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, that the act(s) 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/her person or damage to his/her property; or

b. Has the effect of insulting or demeaning any student or group of students; 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.

“Electronic communication” means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or pager.

#### Student Expectations:

The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are graded according to the severity of the offenses, consider the developmental age of the student offenders and the students' histories of inappropriate behaviors consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The Principal or designee will determine the appropriate course of action after careful consideration of the circumstances surrounding the incident. Students and parents may report acts of harassment, intimidation, and bullying by contacting:

Nellie F. Bennett School Anti-Bullying Specialist- Mrs. Cheryl Schneider at (732) 701-1900 x5217

Nellie F. Bennett School Principal- Mr. James E. Karaba at (732) 701-1900 x5204

Point Pleasant School District Anti-Bullying Coordinator - Ms. Rita Miller: at (732) 701-1900 x2414

## **NELLIE F. BENNETT PTO COMMITTEES FOR 2016-2017**

The following is a list of our committees and a brief description of what each committee does. We hope that this will help you better understand the workings of the PTO. Please contact any of the officers via email with any questions and/or suggestions at: [nfbpto@gmail.com](mailto:nfbpto@gmail.com)

**ASSEMBLIES:** There are about three to four assemblies booked for our children throughout the school year. This committee works closely with the Administration to pick dates and age appropriate groups to come and provide the students with educational “fun” from music to outer space to dealing with peers. The assemblies are held twice on a prearranged day.

**BOOK FAIR:** Comes to school twice a year. The Fall Book Fair is open during Parent/Teacher Conference Week, November 15-18, 2016. All the students come as a class to look at and purchase books. At the Fall Fair, you can also purchase books for your child’s classroom teacher to help her/his classroom library grow. The Spring Book Fair will be held May 22-25, 2017. At this fair, it is buy one book/get one free! Each child is also given a \$5.00 gift certificate by the PTO to purchase books. We are so happy to see each child in the school get new books.

**BOX TOPS FOR EDUCATION:** Look for the Box Tops for Education information to come home soon. The more Box Tops you save, the more money we get to purchase items for the school.

**DONATION POLICY:** Our PTO by-laws allow us to make certain donations to local non-profit groups, families in need and other incidents that arise during the year.

**5<sup>th</sup> GRADE ACTIVITIES:** The committee works with the 5<sup>th</sup> grade teachers, and band and chorus teachers to help make the 5<sup>th</sup> grade events a success. They coordinate ordering t-shirts for the students at the beginning of the school year so they can wear them on special days throughout the year. The PTO gives each 5<sup>th</sup> grader a yearbook as a gift. They receive their yearbooks a day before they are distributed to the rest of the students.

**KINDERGARTEN ORIENTATION:** At orientation, each new kindergarten student and preschool student receives a gift bag from the PTO.

**HOLIDAY FAIR:** There are many crafts and a chance to meet with Santa. There is also a holiday store where the children can shop and have their gifts wrapped. This is a fun evening for the whole family. Many volunteers are also needed for this event.

**HOSPITALITY:** Provides refreshments at kindergarten orientation on Friday, August 26, 2016 and back to school night on Thursday, September 22, 2016. Also organizes and oversees teacher appreciation week in May. Bakers are always needed at back to school night as well as volunteers to take orders for spirit wear.

**LIAISONS:** Report back from the other three schools in the district any important events going on at a particular school as well as Board of Education meetings.



**MEMBERSHIP:** Family membership to the PTO is \$10.00 for the school year, and must be paid in order to volunteer at our functions. This is for insurance purposes. The monies collected are given back to the students in the activities we provide during the year.

**NOMINATING:** This committee helps with the nominating and voting of the officers for the PTO every year.

**PARLIAMENTARIAN:** Helps the PTO President interpret Roberts Rules to run a meeting and the PTO By-laws whenever necessary.

**PENCIL POINT:** This committee was formed to purchase books for the library. If you wish to purchase books for our library in memory of someone, or to mark a special occasion, like a birthday or birth of a child, please contact the PTO. We will work with you and the library for this great donation. A book plate is placed on the book to commemorate the occasion.

**PEOPLE TO PEOPLE:** In Middle School & High School, students are invited to spend the summer abroad, studying and touring other parts of the world with students from around the country. Students pay for their own trips and some fundraise to help with expenses. Former Nellie F. Bennett students may write a letter requesting a donation from the PTO for their trip.

**PUBLIC RELATIONS:** This committee will take pictures at as many school events as possible. They also decorate the front board with student/teacher pictures and help to get PTO events in the newspapers. They supply the yearbook committee with photos of students and school functions.

**SCHOOL DECORATIONS:** We need much help during the holiday seasons and changes of season to decorate around the school. A few hours one or two mornings or afternoons are all we need.

**SCHOOL SIGN:** Is responsible to meet with Mr. Karaba and change the sign in the front of the building to reflect the events that take place during each month.

**STUDENT ACTIVITIES:**

- **Family Fun Nights:** Fun physical fitness activities for the families based on grade level. PTO provides snacks and drinks at the end of each night.
- **Sweatshirts/T-Shirts-Sweats** and t-shirts are available for sale with Nellie F. Bennett Panther logos on them.
- **Field Days-**Held at the end of the school year and scheduled based on grades. The PTO provides water for the students.
- **Wingo-Like** Bingo with prizes!! Held in January and February.

**SCHOOL SPIRIT:** Held on the first Friday of designated months. The students wear black and gold and the class with the most participants gets a banner to display on their classroom door for the month. At the end of the year, prizes are given to the top class in each grade.

**SCHOOL STORE:** Is open almost every first Friday of the month and contains items for the students to purchase such as pens, pins, coin purses, folders, etc. It is open during lunch periods and help is always needed.

**SUNSHINE:** Will send a gift to students, teachers and PTO members when they are sick, have a baby, lose a family member, etc. Please contact the PTO if you know of a situation where we need to send something.

**FOOD DRIVES:** All food that is collected at our food drives is donated to the Monmouth Food Bank. The Hearts of Love Food Drive items that are collected are given to Nellie F. Bennett families that could use some extra help during the winter months.

**YEARBOOK:** A yearbook celebrating the school year is put together annually. This committee is always looking for pictures and help.

**GIFT CARDS:** Each fall, just in time for the holidays, we offer gift cards to department stores, grocery stores, specialty shops, and more. Great for one stop shopping!

**2016-2017 LIST OF RELIGIOUS HOLIDAYS PERMITTING PUPIL ABSENCE FROM  
SCHOOL**

**(Following four pages)**

**^Revised on April 19, 2016 to reflect corrected dates for Church of God and Saints of Christ and Baha'i holy days**

2016-17 School-Year	Observance
<b>July 2016</b>	
July 2	Laylat as-Qadr (Islam)*
July 7-9	Eid al Fitr (Islam)*
July 9	Martyrdom of the Bab (Baha'i)
July 19	Asalha Puja Day (Buddhist) Guru Purnima (Hindu)*
August 16	Ulambana/Obon (Buddhist)
<b>August 2016</b>	
August 1	Fast in Honor of the Holy Mother of Lord Jesus (Eastern Orthodox Christian) Lammas (Christian and Wicca)
August 6	Transfiguration of the Lord (Eastern Orthodox Christian)
August 7	Naga Panchami (Hindu)*
August 14	Tish'a B'Av (Jewish)
August 18	Raksha Bandhan (Hindu)*
August 25	Krishna Janmashtami (Hindu)*
<b>September 2016</b>	
September 1	Ecclesiastical Year begins (Eastern Orthodox Christian)
September 5	Ganesha Chaturthi (Hindu)*
September 7	His Holiness Sakya Trizin's Birthday (Buddhist)
September 8	Nativity of Mary (Christian) Nativity of the Theotokos (Eastern Orthodox Christian)
September 10	Hajj Day (Islam)*
September 11-14	Eid al Adha (Islam)*
September 14	Onam (Hindu)*; The Elevation of the Holy Cross (Eastern Orthodox Christian)
<b>October 2016</b>	
October 1-10	Navaratri (Hindu)*
October 3	Feast of Trumpets (Church of God, Philadelphia Church of God)
October 3-4	Rosh Hashanah (Jewish)
October 11	Dussehra (Hindu)*
October 12	Yom Kippur (Jewish) Day of Atonement (Christian, Church of God, Philadelphia Church of God)
October 17-23	Sukkot (Jewish) Feast of Tabernacles (Church of God, Philadelphia Church of God)
October 20	Birth of B'ab (Baha'i) Installation of the Scriptures as Guru Granth (Sikh)
October 24	Last Great Day (Church of God, Philadelphia Church of God); Shemini Atzeret (Jewish)
October 25	Simcat Torah (Jewish)
October 30	Diwali (Hindu, Jain and Sikh)*
October 31	Goverdhan Puja (Hindu)*

November 2016	
November 1	All Saints' Day (Christian) Samhain-Beltane (Wicca) Birth of the Bab
November 2	All Souls' Day (Christian) Birth of Baha'u'llah (Baha'i)
November 14	Guru Nanak Dev Sahib Birthday (Sikh)
November 15	Nativity Fast begins (Eastern Orthodox Christian)
November 21	The Presentation of the Theotokos to the Temple (Eastern Orthodox Christian)
November 24	Guru Tegh Bahadur Martyrdom (Sikh)
November 25	Day of Covenant (Baha'i)
November 27	First Sunday of Advent (Christian) Ascension of 'Abdu'l Baha (Baha'i)
December 2016	
December 8	Bodhi Day (Buddhist) Immaculate Conception (Christian)
December 14	Mawlid an Nabi (Islam)*
December 21	Yule (Wicca and Christian)
December 25	Christmas (Christian) The Nativity of Christ (Eastern Orthodox Christian)
December 25-January 1	Hanukkah (Jewish)
December 26	Zarathosht Diso (Zoroastrian)
January 2017	
January 1	Gantan-sai (Shinto)
January 3 through 10	Holy Convocation (Church of God and Saints of Christ)
January 5	Birthday of Guru Gobind Singh Sahib (Sikh)
January 6	Feast of Epiphany (Christian) Feast of Theophany (Eastern Orthodox Christian) Nativity of Christ (Armenian Orthodox)
January 7	Feast of the Nativity (Eastern Orthodox Christian)
January 13	Maghi (Sikh)
January 14	Makar Sankranti and Pongal (Hindu)*
January 15	World Religion Day (Baha'i)
January 28	Chinese/Lunar New Year (Confucian, Daoist, Buddhist)
February 2017	
February 1	Vasant Panchami (Hindu)*
February 2	Imbolic-Candlemas (Wicca and Christian); The Presentation of Our Lord to the Temple (Eastern Orthodox Christian)
February 11	Tu B'shvat (Jewish)
February 15	Nirvana Day (Buddhist)
February 25	Maha Shivaratri (Hindu)*
February 25 -28	Intercalary Days (Baha'i)
February 28	Shrove Tuesday (Christian)

March 2017	
March 1	Ash Wednesday (Christian)
March 12	Purim (Jewish)
March 13	L. Ron Hubbard's Birthday (Church of Scientology) Holi (Hindu)* Hola Mohalla (Sikh)
March 20	Ostara (Wicca) Naw Ruz (Baha'i)
March 21	Nowruz (Zoroastrian)
March 25	The Annunciation of the Theotokos (Eastern Orthodox Christian) The Annunciation of the Virgin Mary (Christian)
March 27	Clean Monday (Eastern Orthodox Christian)
March 28	Khordad Sal (Zoroastrian) Chandramana Yugadi (Hindu)* Souramana Yugadi (Hindu)*
April 2017	
April 1	Lazarus Saturday (Eastern Orthodox Christian)
April 2	Palm Sunday (Eastern Orthodox Christian)
April 5	Ramnavami (Hindu)*
April 9	Palm Sunday (Christian)
April 10	Passover (Philadelphia Church of God); Mahavir Jayanti (Jain)
April 11	Lord's Evening Meal (Christian, Jehovah's Witness) Hanuman Jayanti (Hindu)* First Day of Unleavened Bread (Church of God)
April 11-14	Theravadin New Year (Buddhist)
April 11-17	Days of Unleavened Bread (Philadelphia Church of God)
April 11-18	Passover (Jewish)
April 13	Holy Thursday (Christian, Eastern Orthodox Christian)
April 13-20	Passover/Days of Unleavened Bread (Church of God and Saints of Christ)
April 14	Holy Friday (Christian, Eastern Orthodox Christian)
April 16	Easter (Christian, Eastern Orthodox Christian)
April 17	Easter Monday (Christian) Last Day of Unleavened Bread (Church of God) Bright Monday (Eastern Orthodox Christian)
April 20	First Day of Ridvan (Baha'i)
April 24	Lailat al Miraj (Islam)*
April 25	The 11 <sup>th</sup> Panchen Lama's Birthday (Buddhist)
April 28	Ninth Day of Ridvan (Baha'i)
May 2017	
May 1	Beltane (Wicca) Yom Ha'Azmaut (Jewish) Twelfth Day of Ridvan (Baha'i)
May 10	Buddha's Birthday/Buddha Day – Visakha Puja (Buddhist)
May 12	Lailat al Bara'ah (Islam)*
May 14	Lag B'Omer (Jewish)

May 23	Declaration of the Bab (Baha'i)
May 25	Ascension of Our Lord (Christian)
May 27	Ramadan (Islam)
May 28	Ascension of Baha'u'llah (Baha'i)
May 31 – June 1	Shavuot (Jewish)
<b>June 2017</b>	
June 4	Pentecost (Christian) Pentecost (Eastern Orthodox Christian)
June 16	Martyrdom of Guru Arjan Dev Sahib (Sikh)
June 21	Litha (Wicca)
June 29	Fast of the Holy Apostles (Eastern Orthodox Christian)