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Billingsport Elementary School  
"Paulsboro's Early Childhood Center"  
441 Nassau Avenue  
Paulsboro, NJ 08066  
(856) 423-2226 ext. 202  
Fax (856) 423-8912

[PBraccia@paulsboro.k12.nj.us](mailto:PBraccia@paulsboro.k12.nj.us)

Paul Bracciante, Principal

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September 2016

Dear Parents,

Thank you for being a part of the Paulsboro Public School District. All of us here at the Billingsport Elementary School are looking forward to a successful year of working with your children.

This handbook is designed to provide you with all the information necessary to ensure your child's success. It contains important information about our school, the staff, and the policies and procedures we will follow this year. Please take a few minutes to review the contents, especially the student dress code found on pages 15-21. A consistent application of the dress code helps us in promoting spirit and unity. I am sure you will find this handbook useful; please keep it in a convenient place for quick reference.

Please feel encouraged to call at any time with your questions, concerns, and compliments. Your feedback is truly appreciated. I look forward to working with you and your children. Together we can make a difference.

Sincerely,

Paul Bracciante  
Principal

## **STATEMENT OF OBJECTIVES**

The Paulsboro Public School System is guided by the principle that it must serve the community in educating each child to the highest standards attainable. We strive to develop the child's intellect, self-respect, sense of responsibility, and autonomy.

The Paulsboro Schools shall endeavor to equip each child with competence in fundamental subjects so that he or she will be prepared to enter our complex society with self-assurance and independence. The schools shall strive to enrich the child's life with the resources of our culture and heritage, to encourage the spirit of inquiry, to expose him or her to the attractions of intellectual activity, and to encourage the development of talents unique to each child.

Every student will have equal access to educational opportunity. Since no single approach to learning is most equally effective for every child, various approaches will be used within the requirements of a uniform curriculum.

A child's education is the product of the efforts of school, home, and community.

The Paulsboro Public School System shares with the parents the responsibility for the development of the child's intellect and academic talents.

**BOARD OF EDUCATION**

**Mr. Thomas C. Ridinger, President**

**Ms. Bonnie Eastlack, Vice-President**

**Mrs. Barbara Dunn**

**Mrs. Lisa L. Lozada-Shaw**

**Mr. Marvin E. Hamilton, Sr.**

**Mrs. Lisa Priest**

**Mr. John Hughes\***

**Mrs. Irma Stevenson**

**Mr. Joseph L. Lisa**

**Mr. James Walter, II**

\* Greenwich Township Board of Education Representative

**SUPERINTENDENT**

**Dr. Laurie Bandlow**

**423-2222 - Ext. 218 / Fax 423-4602**

**BUSINESS ADMINISTRATOR / BOARD SECRETARY**

**Ms. Jennifer Johnson**

**423-2222 - Ext. 219**

**DIRECTOR OF SPECIAL SERVICES**

**Mr. John Giovannitti**

**423-2222 - Ext. 244**

**Billingsport School Office.....423-2226 / Fax 423-8912**

**Loudenslager School Office.....423-2228 / Fax 423-8914**

**Paulsboro High School Office.....423-2222 / Fax 423-8915**

**BILLINGSPORT SCHOOL STAFF**

|                             |       |                        |
|-----------------------------|-------|------------------------|
| Mr. Paul Bracciante         | ----- | Principal              |
| Mrs. Joann Hoehn            | ----- | Secretary              |
| Mrs. Janice Esters, RN      | ----- | Nurse                  |
| Mrs. Charisse Generette     | ----- | School Counselor       |
| Ms. Kimberly Katelhon       | ----- | Preschool Handicap 3&4 |
| Mrs. Rachel Kuser           | ----- | Preschool              |
| Mrs. Candell Maxie          | ----- | Preschool              |
| Mrs. Eileen Russell         | ----- | Preschool              |
| Ms. Tarah Tobolski          | ----- | Preschool              |
| Mrs. Susan Addes            | ----- | Kindergarten           |
| Mrs. Mary Elton             | ----- | Kindergarten           |
| Ms. Triana Hernandez        | ----- | Kindergarten           |
| Mrs. Judy Toscano           | ----- | Kindergarten           |
| Ms. Lindsay Walsh           | ----- | Kindergarten           |
| Ms. Stefanie Bucco          | ----- | First Grade            |
| Mrs. Linda Coleman          | ----- | First Grade            |
| Ms. Sanora Hines            | ----- | First Grade            |
| Mrs. Colleen Phifer         | ----- | First Grade            |
| Mrs. Brittany Bielski       | ----- | Second Grade           |
| Mrs. Prudence Hanly         | ----- | Second Grade           |
| Mrs. MaryAnn Lang           | ----- | Second Grade           |
| Mrs. Beth Ann Walsh         | ----- | Second Grade           |
| Ms. Caitlin Cusack          | ----- | Special Education      |
| Mrs. Ann Giovannitti        | ----- | Special Education      |
| Ms. Erica Highley           | ----- | Special Education Mrs. |
| Mrs. Kristin Shute          | ----- | Speech                 |
| Ms. Karen Dutton            | ----- | Basic Skills           |
| Mr. Anthony Dellavecchio    | ----- | Physical Education     |
| Mr. Brian Betz              | ----- | Music                  |
| Mrs. Tammi Minix            | ----- | Library                |
| Ms. Monica Catani-Fernandes | ----- | Spanish                |
| Ms. Kimberly Reger          | ----- | Art                    |

**Classroom/One on One/Instructional Aides**

|                       |                     |                       |
|-----------------------|---------------------|-----------------------|
| Mrs. Judy Burlingame  | Ms. Amy Duffy       | Mrs. Lorraine Oswald  |
| Mrs. MaryAnn Costa    | Ms. Martina Johnson | Mrs. Angela Painter   |
| Mrs. Kerilyn Coper    | Mrs. Marie Lexa     | Mrs. Dottie Palmisano |
| Ms. Cheryl Cuthill    | Ms. Tara Madison    | Ms. Holly Pisarcik    |
| Mrs. Cheryl DeLorenzo | Ms. Roemell Martin  | Ms. Theresa Stone     |
| Mrs. Danielle Doran   | Mrs. Dawn Melis     | Mrs. Barbara Wurtz    |

**Cafeteria/Playground Aides**

|                         |                        |                  |
|-------------------------|------------------------|------------------|
| Mrs. Christine Dudlick  | Mr. Theodore Garretson | Mrs. Katie Hurst |
| Mrs. Traci Turner Dyess | Ms. Christin Goss      | Mrs. Kellie Mann |

**Custodians**

|                 |                  |                  |
|-----------------|------------------|------------------|
| Mr. John Ponter | Ms. Dietra Roane | Mrs. Kathy Parks |
|-----------------|------------------|------------------|

**BILLINGSPORT SCHOOL AND COMMUNITY ASSOCIATION  
(BSCA)**

**2016-17**

**President - Mrs. Helen Tymusczuk**

THURSDAY SEPTEMBER 15, 2016      BACK TO SCHOOL NIGHT      7:00 p.m.

TO BE ANNOUNCED      WINTER PROGRAM      7:00 p.m.

TO BE ANNOUNCED      SPRING PROGRAM      7:00 p.m.

## SCHOOL HOURS

Grades 1 and 2 - 7:55 A.M. - 2:47 P.M.

Kindergarten – 7:55 A.M. - 2:30 P.M.

Preschool – 8:15 A.M. – 2:15 P.M.

Lunch periods will be 43 minutes in lengths:

11:22 A.M. - 12:05 P.M.                      Preschool/Kindergarten

12:10 P.M. – 12:53 P.M.                    1<sup>st</sup> and 2<sup>nd</sup> Grades

If your child needs to be home for lunch for any special reason, please follow the procedure below:

1. Please call the school and send a note at least a day in advance, except in an emergency.
2. The parent or guardian *must pick up the child in the school office* at the beginning of their child’s lunch period. You must bring a valid picture form of identification (valid drivers license or passport) to be able to enter into the school to pick you child up.
3. A child may be sent home for lunch by the principal after conferring with the parent. (This includes discipline problems that might arise).

### EARLY DISMISSAL DAY

During those days in which students have a half-day of school with an early dismissal, school will start at its normal time for kindergarten, first and second grades 7:55 A.M., and 8:15 a.m. for preschool, but will end at 12:15 p.m. for preschool, 12:20 p.m. for kindergarten and 12:30 p.m. for first and second grades. All days are indicated on the school calendar. Lunches will not be served.

### EARLY DISMISSAL (DUE TO EMERGENCY)

There may be times because of an emergency (inclement weather, etc.) that we need to dismiss students early. Parents should have a rehearsed plan with their children so that they know where to go in case of early dismissal. We will contact the media so that it will be announced. Our school closing number is 808. We ask that you do not call the school. Bus students will be dismissed first, followed by walkers. An attempt will be made to contact all parents by telephone through a parent phone chain.

### SCHOOL PROPERTY

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

Parents, as the new school year begins, we wanted to take this moment to remind everyone to drive with extra caution when approaching and entering Billingsport School Zone, when entering onto the property, or when parents are actively involved in either picking up or dropping off their children. In order to ensure the safety of the children, our Police Department personnel will be placing an added emphasis on monitoring the operation of motor vehicles around the school in order to enforce those parts of the New Jersey motor vehicle code that pertain to school zones and school buses.

**Designated Zones for Billingsport School; Parents/Guardians dropping off students at the Billingsport School are reminded that:**

1.
  - Students must be dropped off in the designated drop off/pickup zones only which are now clearly marked along Greenwich Avenue. Parents are permitted to pull up along the curb-line painted "white" to drop off and pick up their children. Children cannot be dropped off in the middle of the road. Students/passengers must exit vehicles on the curbside only. Parents are not permitted to park or linger in the zone painted white, this will allow for an expedited flow of traffic.
  - Parents that require to park their vehicle to drop off or pick up their child must do so in the designated zone painted "green" only. This shall be a temporary parking area only in the morning and afternoon.
  - All vehicles must adhere to parking signs. "NO PARKING" signs are not only designated for no parking, but also includes not stopping/standing to drop off students. All motorists must abide by all traffic safety signs.
  - All violations will be enforced throughout the school year.
  - All pedestrians/students must cross the roadway at the nearest intersection. Crossing mid-block is against the law and extremely hazardous to the well-being of the student(s) crossing the roadway.
  - Please remind your children to cross the streets "only" where the Crossing Guard is located. Our Crossing Guards are very well trained and are there for your child's protection.
  - All of our Crossing Guards are clearly identifiable and we remind you, as parents and motorists, to please be respectful of them and to follow their directions at the crossing points.
  - There is NO PARKING within 50 feet of any stop sign and NO PARKING within 25 feet of any crosswalk.

We understand that for some parents timing for drop-off and pickup times can be an issue and although we are sensitive to this, the safety of our students and our Crossing Guards will always be first and foremost for us. By doing your part to follow these simple rules, being respectful of the process by being cooperative in order to promote a safe environment, we will ensure that all of our students will be able to travel to and from our schools safely.

**MARKING PERIODS  
2016-2017**

**FIRST MARKING PERIOD**

**November 9, 2016**

**Reports Cards Issued at Parent  
Conferences Nov. TBD**

**SECOND MARKING PERIOD**

**January 27, 2017**

**Report Cards issued Feb. TBD  
Elementary Conferences**

**THIRD MARKING PERIOD**

**March 31, 2017**

**Report Cards Issued April TBD**

**FOURTH MARKING PERIOD**

**June 16, 2017**

**\*Report Cards Issued - Last day of school**

**\* Note: Final report cards will be held if students owe book, lunch, or other fines. Also, students may not be able to participate in end of year activities if obligations are not met.**

## SCHOOL AGE ENTRANCE

All children who will be four or five years of age before October 1st, may be admitted to Preschool or Kindergarten in September of each year.

### HEALTH SERVICE

A doctor and a nurse are employed in the Paulsboro Schools. The nurse is present daily. The nurse assists the school doctor in making physical assessments. **No medication can be given to your child by the school nurse without a doctor's note.**

The taking of medication in school is discouraged. We realize that there may be times when it is necessary for your child to receive medication during the school hours. In order for our school nurse to dispense ANY medication (including over the counter medicine, such as aspirin, Tylenol or cough syrup) to your child the following conditions MUST be met:

1. We MUST have a note from a prescribing physician stating the name of the child receiving the medication, the name of the medication to be given, the proper dosage to be given, and the time the medication is to be given.
2. We MUST have a note from the parent or guardian giving our school nurse permission to give out the medication.
3. The medication MUST be brought to school in the original container (NOT in a plastic bag, envelope, child's hand, etc.)

Unless all of these conditions are met, our medical staff will not be responsible for giving your child medication in school. This is for the safety of your child and all of the children of Paulsboro Public Schools.

### ATTENTION!

It is important to keep the school informed of Tetanus boosters and other inoculations whenever your child receives them. Up-to-date school health records are important for your youngster's well being.

### STUDENT INSURANCE

The Board of Education has elected to provide student insurance over and above its legal obligation. This insurance will cover all students in school and during school sponsored extra curricular activities (athletics, field trips, etc.)

You will no longer have to buy additional insurance. Your personal insurance will be the primary insurance. All payments not covered by your insurance policy, if they are reasonable and customary, will be paid by the school's insurance. Please make sure that the school nurse is immediately made aware of any injury, so that she may complete the proper forms.

## GENERAL INFORMATION

### Registration Procedures

Children eligible to enroll in Paulsboro Public Schools must be four (4) (Preschool) or five (5) (Kindergarten) years of age on or before October 1<sup>st</sup>. The following must be presented at the time of registration for admission into preschool or kindergarten:

1. Legal birth certificate (with raised seal)
2. Written proof of immunization
3. Proof of residence
4. Transfer card from previous school
5. Current medical history and a physical examination by your primary physician.

### Health Examinations and Immunizations

Upon entrance into the Paulsboro Public School System, a student's parent/guardian will provide within 30 school days a complete physical examination by their primary medical care giver.

1. Upon registration, a "Health History" form will be given to the parent/guardian by the Registrar. This form is to be returned to the School Nurse within **30 school days**.
2. Additional medical documentation needed at the initial registration includes:

**Immunization Information** (Minimal State Code Requirements for Immunization of Pupil in School [Chapter 14, effective September 1, 1995])

- 1) **Diphtheria Pertussis and Tetanus Vaccine (DPT):** Every pupil born on or after January 1, 1986 shall have received a minimum of four doses of diphtheria, pertussis and tetanus vaccine with one dose given on or after the pupil's fourth birthday. Diphtheria and tetanus is given in place of DPT for pupils ages seven or older, who do not meet the above requirement.
- 2) **Polio Vaccine:** Every pupil born on or after January 1, 1986, shall have received at least three doses of polio vaccine with one dose given on or after the pupil's fourth birthday. For pupils seven years of age or older, any appropriately spaced combination of three doses will satisfy the requirement.
- 3) **Measles, Mumps and Rubella Vaccines:** One dose of each or a combination of the above shall be given after the first birthday and preferably after the age of fifteen months. Only laboratory evidence of immunity to the above will be accepted as meeting the above requirement except for written certification from the diagnosing physician that the pupil had mumps disease. A second dose of a measles-containing vaccine, preferably MMR, will be required of children born on or after January 1, 1990, and entering kindergarten or grade 1 after September 1, 1995.
- 4) **Ten Year Diphtheria and Tetanus or Tetanus Booster:** The ten year diphtheria and tetanus or tetanus booster requirement for continued school enrollment has been eliminated although it remains a recommended immunization.
- 5) **Hepatitis B Vaccine:** The hepatitis B vaccine for: • all incoming kindergarten students who were born on or after 1/1/96. • all students entering sixth grade who were born on or after 1/1/90. • all students transferring to a New Jersey school from another state or country, born on or after 1/1/90. • all students entering first grade who have not previously attended school and were born on or after 1/1/96.
- 6) **Haemophilus Influenza type B (HIB) Vaccine:** All children ages 12 months to 59 months must document receipt of at least one dose of any HIB conjugate vaccine.
- 7) **Varicella Vaccine** – Every pupil born on or after 1/1/98 must have received 1/1 dose of the varicella vaccine on or after their 1<sup>st</sup> birthday.

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

## ATTENDANCE & PROCEDURE FOR EXCESSIVE ABSENTEEISM

The laws of the State of New Jersey require that a child must attend school from 5 until 16 years of age. **If your child is going to be absent from school, you should notify the school between 7:30 a.m. and 8:00 a.m. A child who has been absent or tardy is required to present upon his/her return to school a note or explanation signed by his/her parent or guardian.** Excessive absenteeism will be investigated by the truant officer.

### **The procedure for excessive absenteeism will be as follows:**

- 5 unexcused absences – 1<sup>st</sup> notice mailed home
- 10 unexcused absences – 2<sup>nd</sup> notice and request conference with parent/principal – notice sent home with truant officer.
- 15 or more unexcused absences – court request

An excused absence is confirmed by a note from the following:

- o doctor, dentist, lab
- o court / legal matter
- o religious observance (parent letter sufficient)
- o death in family / funeral – need funeral card, pamphlet or obituary notice
- o suspension from school (no note required)
- o or other legitimate reason approved by principal prior to absence

Lateness is when your child arrives at school after **8:00 a.m. (kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades) or after 8:20 a.m. (preschool)**. All Entrance to the school even when a student is late would be the Greenwich Ave entrance. When the student is late they must report to the office for a late pass.

### **The procedure for excessive lateness will be as follows:**

- 1<sup>st</sup> and 2<sup>nd</sup> offense: Warning
- 3<sup>rd</sup> Offense: Referral sent to office and letter to be sent home
- 4<sup>th</sup>-10<sup>th</sup> Offense: Conference with parent
- 20 or more offenses court requested

## EMERGENCY CLOSINGS

It is the policy of the Paulsboro Schools to operate every day that children can walk to school safely. If school is closed, our school district emergency closing number is **808**. It will be announced on KYW-AM radio, [www.kyw.com](http://www.kyw.com); or listed on the Gloucester County Educational television channel 13; or on our website: [www.paulsboro.k12.nj.us](http://www.paulsboro.k12.nj.us).

## ENTERING AND LEAVING SCHOOL

Students entering the building should be dropped off at the library Entrance on Greenwich Avenue. Morning line-up will be in the all purpose room. **Grades Kindergarten, 1 and 2 students should be at school by 7.55 a.m., but not before 7:45 a.m. Preschool students should report no later than 8:15 a.m. but not before 8:05 a.m.** Students are to be met by a parent or pre-approved adult on the sidewalk on Greenwich Avenue. They are not to be met at the entrance ways leading into the building or by classroom doors.

Children are not to be on the school grounds after being dismissed. Please instruct your child to clear the school grounds immediately after dismissal. Only children with school business will be allowed to remain on the school grounds.

## **LUNCHROOM PROCEDURES**

The prices for the 2016-2017 school year are: all student lunches are free. Extra milk is \$0.50. You will receive an application for free and reduced lunches. Please return this form immediately. This is a state requirement. The school district is required by law to keep on file one form for each student. If you do not want to apply for benefits, complete sections 1A and 1B and return the form to the school.

You should also know our policy regarding behavior in the lunchroom. If your child is sent to the principal, he or she will be reprimanded and a letter sent home for the first offense. For the second offense, your child will receive detention. On the third offense, other arrangements may be made for your child not to eat in the lunchroom and/or suspension.

## **PARENT VISITATION**

All visitors must present a valid picture form of identification in order to enter the building. If you do not have a form of ID you will not be permitted to enter the building. You must report to the principal's office to sign-in before going to the nurse or to visit a classroom. The visitor will receive a visitor's button. After the visit the person is to return to the office, sign out and leave the visitor's button. All visitors without a pass will be directed back to the Principal's office. Visitors will enter at the main entrance on Nassau Avenue. All doors will be locked at 8:20 a.m. to ensure our students and staff's safety, except for exits noted above.

## **DETENTION/SUSPENSION**

Students who fail to adhere to correct and acceptable behavior described in our discipline policy may be assigned school detention or be suspended. Recess detention will be held when necessary. When detention is assigned, students will receive a slip indicating the date(s) and time. A copy of the referral will also be sent home to the parents.

## **DISCIPLINE**

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

Our Board of Education approved an elementary school discipline policy so students will know what is acceptable behavior and what will not be condoned. The infractions listed below are considered serious and will result in administrative action. These include, but are not limited to:

- Tardiness (5th offense and beyond)
- Truancy
- Fighting
- Open defiance or disrespect toward teachers
- Assault and battery on another peer
- Use of profane, obscene, abusive, or threatening language or gestures toward peers
- Stealing
- Disruption of classes

- Misbehaving in cafeteria or playground
- Destruction of school property

IF YOUR CHILD WALKS TO SCHOOL, PLEASE DO NOT HAVE HIM/HER REPORT TO SCHOOL BEFORE 7:45 A.M. AS THERE WILL BE NO SUPERVISION PRIOR TO THAT TIME. STUDENTS WILL BE SUPERVISED STARTING 7:45 A.M.

### **CROSSING GUARDS**

We have advised the Chief of Police of the school starting times. Crossing guards will be on their corners at the appropriate times.

## **STUDENT DRESS CODE 5132**

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

The following guidelines must be met:

- All clothing must be neat, clean, and modest. Clothing which leaves the midriff, back or shoulders exposed shall not be worn. Any clothing which is so tight as to be form fitting is immodest and prohibited. Pants must be worn at the waist.
- Garments or accessories imprinted with the following detract from the educational process and therefore are prohibited:
  - Double meaning
  - Crude phrases or drawings
  - Profanity or sexual references
  - Slogans or drawings advocating violence
- The following items are prohibited from being worn during school hours:
  - Hats, head bands, bandanas, picks, combs, curlers, hoods, and other head coverings
  - Undergarments worn as outer garments
  - Sunglasses, unless medically approved by a physician
  - Metal/rope chains, spikes, or related items
- Hats are to be removed before entering the building and are not to be put back on until after students leave the building.
- Shoes must be worn at all times in school. Shoes do not include flip-flops or slippers. Sandals, secured with back strap, and sneakers are acceptable except where they interfere with safety standards. (Science labs, wood shops, etc.)
- Coats and/or other outer clothing are not to be worn in school, including the cafeteria.
- Students must change before and after physical education classes.
- The dress code also applies when participating in a school-sponsored activity, during regular school hours.
- Not all circumstances are necessarily covered by this dress code.

Teachers who have any doubt regarding the attire of a student should send the student to an administrator for clarification.

WHEREAS, the Paulsboro Board of Education wishes to adopt a mandatory school dress code policy for students in grades Pre-K through twelfth;

WHEREAS, it is firmly believed that young people who are safe and secure, who learn basic American values, and the essentials of good citizenship, are better students; and

WHEREAS, many parents, teachers, and school officials have come to see a school dress code as one positive and creative way to reduce discipline problems, prevent future discipline problems from occurring, and increase school safety; and

WHEREAS, it has been observed that the adoption of a mandatory school dress code can promote school safety, improve discipline, and enhance the learning environment; and

WHEREAS, the Paulsboro Board of Education strongly believes that the following issues would support such a school dress code policy:

1. An adopted school dress code will create security through identification, enabling school officials to recognize intruders.
2. A more positive atmosphere conducive to education will be established.
3. Similar clothing will eliminate peer pressure dealing with student attire.
4. The dress code will promote a statement of identity.
5. A sense of school unity will be created.
6. Students will be instilled with discipline.
7. School spirit will be enhanced.
8. The dress code will help assist families with the economic burden of clothing school age children since following the dress code is less costly.

AND WHEREAS, the actual school dress code for students in grades Pre-K through twelfth, adopted on May 9, 2006, commencing with the first day of classes of the 2006-2007 school year, shall be revised to be as follows:

## **MALE STUDENTS**

### **BOTTOMS**

Navy or beige khaki pants or shorts (seasonal) of the appropriate size, length, and fit (not skin tight) for the students and worn properly at the waist (shorts – minimum 5” inseam) no spandex, slitted, mesh, baggy, cargo type\*, bell bottom pants, or jeans will be permitted. No holes, tears, or cuts in bottoms. No logos or insignias on bottoms. Paulsboro School District or building names will be permitted on shorts.

*\*Cargo pants are defined as loosely cut pants designed for tough outdoor activities distinguished by one or more cargo pockets. A cargo pocket is a form of patch pocket, often with accordion folds for increased capacity closing with a flap secured by a snap, button, or Velcro. Cargo pockets may be hidden within the legs.*

### **TOPS**

Red, red and white, or white polo type shirts with either short or long sleeves of the appropriate size and fit (not skin tight) for the students. All shirts must be tucked in or have a tailored bottom not to exceed four inches below belt level. In cold weather, red, red and white, white, navy blue, or black sweater of appropriate size and fit (not skin tight) may be worn. A red, red and white, or white mock turtleneck may be worn under the polo type shirts. Students will be permitted to wear red, white, or gray crew neck sweatshirts over their collared polo shirts. These sweatshirts can be plain or with a Paulsboro school or Paulsboro athletic logo. No other logos or insignias are permissible. The polo collar must be worn on the outside of the sweatshirt. If sweatshirts are removed in class or before going to next class, they must be folded and put in a book bag/back pack or carried or put in school locker. They are NOT to be worn over the shoulder with the arms tied in front, nor are they to be worn around the waist (like a skirt).

**Under no circumstances will a hooded sweatshirt be permitted.**

## **FOOT APPAREL**

Casual sneakers, dress shoes or boots are permitted. Students' choice of style. Students must wear sneakers on scheduled gym days. Platform sneakers, however, are not be permitted.

## **SOCKS**

Student choice of appropriate socks.

## **FEMALE STUDENTS**

### **BOTTOMS**

Students shall wear navy or beige khaki pants, skorts, or shorts (seasonal) of the appropriate size, length, and fit (not skin tight) for the students and worn properly at the waist (shorts – minimum 5” inseam) no spandex, slitted, mesh, baggy, cargo type\*, bell bottom pants or jeans will be permitted. No holes, tears, or cuts in bottoms. No logos or insignias on bottoms. Paulsboro School District or building names will be permitted on shorts. Appropriate jumpers may be **worn only at Billingsport School**. Girls will wear tights (of appropriate color) or shorts under jumpers (only at Billingsport) or under skorts at Loudenslager and PHS.

*\*Cargo pants are defined as loosely cut pants designed for tough outdoor activities distinguished by one or more cargo pockets. A cargo pocket is a form of patch pocket, often with accordion folds for increased capacity closing with a flap secured by a snap, button, or Velcro. Cargo pockets may be hidden within the legs.*

### **TOPS**

Red, red and white, or white polo type shirts with either short or long sleeves of the appropriate size and fit (not skin tight) for the students. All shirts must be tucked in or have a tailored bottom not to exceed four inches below belt level. In cold weather, red, red and white, white, navy blue, or black sweater of appropriate size and fit (not skin tight) may be worn. A red, red and white, or white mock turtleneck may be worn under the polo type shirts. Students will be permitted to wear red, white, or gray crew neck sweatshirts over their collared polo shirts. These sweatshirts can be plain or with a Paulsboro school or Paulsboro athletic logo. No other logos or insignias are permissible. The polo collar must be worn on the outside of the sweatshirt. If sweatshirts are removed in class or before going to next class, they must be folded and put in a book bag/back pack or carried or put in school locker. They are NOT to be worn over the shoulder with the arms tied in front, nor are they to be worn around the waist (like a skirt). **Under no circumstances will a hooded sweatshirt be permitted.**

## **FOOT APPAREL**

Casual sneakers, dress shoes or boots are permitted. Students' choice of style. Students must wear sneakers on scheduled gym days. Platform sneakers, however, are not be permitted.

## **SOCKS/STOCKINGS**

Student choice of appropriate socks/stockings.

## **Financial Considerations**

- A. No student shall be denied attendance at school, penalized, or otherwise subject to compliance measures for failing to follow the dress code by reason of financial hardship.
- B. Once a dress code is adopted, the school shall:
  1. Develop a procedure and criteria to identify families in need of financial assistance to be reviewed every April by the Paulsboro Board of Education.
  2. Determine the form and type of financial assistance appropriate for the individual school community.
  3. Designate a specific staff member/school volunteer to assist those families in need of assistance.

C. Each school shall work with staff, the local school community, and business partners to identify resources for assisting families. If a family is in need of financial assistance to follow the dress code that family is required to produce the following information:

1. Current 1040 Form
2. W-2 Form
3. Letters of Verification/Support of need/State or Federal Aid documents or Unemployment Letter

The building administrator will verify such information and submit appropriate paperwork to the district business office.

Voucher Process

1. Request for financial consideration may only come from a parent/guardian
2. Request form must be signed by a parent/guardian
3. All request forms shall be submitted to the principal or his/her designee
4. Once approved, the completed request, verification and request forms are to be sent to the school business administrator's office for issuance of voucher.
5. Vouchers will be confidentially distributed at the school.

#### **ADMINISTRATIVE CLAUSE**

The administration reserves the right to restrict any clothing determined to interfere with the instructional process. In addition, the administration reserves the right to allow changes to the dress code for special days.

Transfer students will have a ten (10) school day time period in which to comply with the district dress code.

#### **Compliance Incentives:**

Each school shall develop incentives and positive reinforcement measures to encourage full compliance with the dress code. In addition, the school principal shall communicate expectations, rationale, and benefits to the parents so that they are fully understood by the student and his/her family.

No student shall be considered non-compliant with the policy in the following instances:

- A. When a student wears a button, armband, or other accouterment to exercise the right to freedom of expression protected by the United States and/or New Jersey Constitution.
- B. When a student wears the uniform of a nationally recognized youth organization such as the Boy Scouts or Girl Scouts on regular meeting days.
- C. When a student wears religious apparel of a recognized denomination or sect that precludes them from wearing any other clothing.

The Paulsboro Board of Education makes it known that sanctions will be rendered upon students who refuse to conform to this policy. The sanctions are as follows:

#### **REFUSAL TO CONFORM TO SCHOOL DRESS CODE**

##### **Paulsboro High School**

1st Offense 1. Conference with student

2. Phone call to parent/guardian indicating that student will get letter
3. Warning letter sent home with student (letter must be returned with signature of parent/guardian)

2nd Offense 1. Letter and phone call to parent/guardian (requesting parent/guardian: bring change of clothing as per dress code) - letter to be signed by parent/guardian

2. One after school detention after parent/guardian notification

- 3. Letter listing consequences for 3rd offense
- 3rd Offense:) 1. Letter, phone call, and conference with parent/guardian
- 2. Two after school detentions at Paulsboro High School
- 3. Letter listing consequences for 4th offense
- 4th &
- Subsequent

Offenses: 1. One day suspension for each 4th and subsequent offenses

### **Loudenslager Elementary School**

- 1st Offense 1. Conference with student
- 2. Phone call to parent/guardian indicating that student will get letter
- 3. Warning letter sent home with student (letter must be returned with signature of parent/guardian)
- 2nd Offense 1. Letter and phone call to parent/guardian (requesting parent/guardian: bring change of clothing as per dress code) - letter to be signed by parent/guardian
- 2. Lunch detention
- 3. Letter listing consequences for 3rd offense
- 3rd Offense 1. Letter, phone call, and conference with parent/guardian
- 2. Two days of lunch detention
- 3. Letter listing consequences for 4th offense
- 4th &
- Subsequent

- Offenses: 1. One day after school detention
- 2. After 4th infraction student will be suspended for one day

### **Billingsport Elementary School**

- 1st Offense 1. Conference with student
- 2. Phone call to parent/guardian indicating that student will get letter
- 3. Warning letter sent home with student (letter must be returned with signature of parent/guardian)
- 2nd Offense 1. Letter and phone call to parent/guardian (requesting parent/guardian: bring change of clothing as per dress code) - letter to be signed by parent/guardian
- 2. Letter listing consequences of 3rd offense
- 3rd Offense 1. Letter and phone call asking for change of clothing.

## **LEGAL REFERENCES**

NJSA 18A:11-7 Legislative findings and declaration  
 NJSA 18A:11-8 Adoption of dress codes by boards of education;

Uniforms required; request for code by principal, staff, and parents

NJSA 18A:11-9 Adoption of dress code policy prohibiting wearing of clothing indicating membership in certain gangs

Adopted: May 9, 2006

Revised: February 22, 2007

Revised: January 24, 2008

**PARENT/TEACHER CONFERENCES:  
Getting Off on the Right Foot**

Participating in a parent/teacher conference is one of the important school activities in which a parent will be involved. A Conference is a time of sharing, which benefits the child, the parent, and the teacher.

Preparing for the conference is essential for both teacher and parent. Here are some tips that will be useful at the next parent/teacher conference.

**BEFORE THE CONFERENCE:**

1. Decide what questions should be answered at the conference.
2. Pinpoint specific questions rather than talking in general terms.
3. Prior to the conference, ask your child if there are any questions he/she would like answered.

**DURING THE CONFERENCE:**

1. Be on time and conclude the conference on time. The teacher is on a set schedule.
2. Relax. Teachers and parents are both striving for the same results.
3. Take notes.
4. Ask questions.
5. Enter the conference with an open mind.
6. Be a good listener.
7. Deal with facts, not rumors.

**AFTER THE CONFERENCE:**

1. Keep the lines of communication open so that progress can be charted.
2. Follow up on suggestions made at the conference.
3. Set up another conference when necessary.

Being prepared for a parent/teacher conference can make the conference a rewarding experience. Take the time to be prepared for your child's next conference.

## HOMWORK HINTS

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

1. Provide a place to study that is quiet, well lighted, and has adequate work space.
2. Have paper, pencil, dictionary, and any other needed supplies handy.
3. Set specific study times, and try to stick to the schedule. However, there will be time when other activities will interrupt.
4. The TV and radio should be off during study time.
5. Check with your child daily to see if homework has been assigned.
6. Check periodically to see if your child is doing the homework correctly.
7. Make sure homework is done neatly and on time.
8. Motivate your child by using positive remarks and techniques, rather than negative ones.
9. Show interest in your child's homework by discussing the assignment and related materials.
10. Pay attention to your child's daily work. Frequent attention stresses the importance of the work.
11. Help your child with drill and review assignments. Use flashcards, notes, etc. Have your child answer questions about the assignments.
12. Encourage your child to study for a test over several days. "Cramming" for an exam is generally not successful, and does not replace learning that should take place over days or weeks.

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

## **PARENTS AS PARTNERS**

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

- ◆ Show that you have a positive attitude toward school attendance.
- ◆ Allow your child plenty of time in the mornings to get ready for school.
- ◆ Make every effort to schedule doctor, dentist, and other appointments before and after school hours.
- ◆ Refuse to write excuses for anything other than legitimate absences.
- ◆ Refuse to view tardiness as acceptable behavior and discourage early checkouts.
- ◆ Plan family vacations in accordance with the school calendar as much as possible.
- ◆ If you know in advance that your child must be absent, notify the teacher and make sure that your child understands his/her responsibility for making up missed work.
- ◆ Talk to your child about responsibility and the need to develop good work habits and positive attitudes.
- ◆ Use good judgment. Don't send a child to school who is ill.

**After School Care**

**Please contact Mr. Hodges at the Boys/Girls Club**

**856-423-9322**

**Tracee Daycare**

**856-423-5890**

**Before and After School Care**

**Please contact Ms. Marianno at**

**YMCA of Gloucester County**

**856-845-0720**

**The Board of Education is not affiliated with either organization and provide this information as a courtesy. We cannot endorse or recommend on program or the other. It is your responsibility to investigate what might serve your families needs.**