

Gertrude C. Folwell Elementary School

Home of the Falcons

455 Jacksonville Road

Mount Holly, NJ 08060

Phone: (609) 267-0071 – Fax: (609) 267-0062

Dear Parents/Guardians and Students:

Welcome to Gertrude C. Folwell Elementary School! You now have the privilege of being a Falcon. For the next few years you will embark on a journey that will be challenging, but along the way you will have some fun.

As a Falcon you will learn how to S.O.A.R! SOARing will keep you safe, on-task, accountable, and respectful. The sooner you learn how to SOAR, the sooner you begin to enjoy school.

This handbook is intended to guide parents and students through Folwell's expectations and procedures. This is your reference, but always knows, when you need something to call the main office.

You can also keep in touch by following us on Twitter (@Folwellfamily), Facebook (@folwellfalcons), and Remind 101. To join Remind 101, text @gfparents to 81010.

Sincerely,

Mrs. Amie Dougherty
Principal

FOLWELL CORE BELIEFS

We Believe That:

- *Our students will be inspired to have pride in themselves, their school, and their community.*
- *Our students will be independent, self-motivated, and productive learners.*
- *Our students will be prepared for college and a career of their choosing.*
- *Our students will contribute to a positive and respectful school culture and be upstanding students and citizens.*
- *Our students will be aware of sustainability issues and contribute to the construction of sustainable societies.*

This handbook has been prepared to assist you in understanding our expectations for student behavior, curricular and extra-curricular opportunities, and safety regulations to govern your time at Folwell School. Having a complete understanding of these critical issues will help you be successful during your time here.

Folwell School Hours

STUDENT ARRIVAL	8:15AM
STUDENT LATE ARRIVAL	8:20AM
STUDENT DISMISSAL	3:00PM
DELAYED OPENING	10:00AM
EARLY DISMISSAL	12:20PM

Student Drop-Off and Pick-Up

No student should be dropped off before 7:45 am. There is no one on duty prior to that time.

No students will be dismissed between 2:45 and 3:00. This is a time when teachers are preparing all students for homework and general closure.

Student drop-off area is located in the back of the building. Please be mindful of children crossing the parking lot. Furthermore, cars must use the designated parking spots.

DO NOT park on the grass.

DO NOT DROP OFF OR PICK UP STUDENTS in the front of the building.

Student Attendance

Good and consistent attendance is directly related to student success. If a student is frequently absent, it becomes more difficult for the student to catch up. Each day's lessons build upon what occurred the day before and continue the day after. Learning is sequential, and learning experiences of one day are difficult to repeat. While it is possible to make-up work missed after a short absence, it is very difficult to make-up work for either extended absences or intermittent attendance.

When reporting a student absent call the office (609-267-0071– Press 1) before 8:00 a.m. to report absences. A recorder is on when the office is closed. Letters will be sent home regarding excessive absences or tardiness.

Make-Up Work

Students who were absent have the privilege of making up any work missed. However, class participation cannot be made up. The teachers will make every effort to get the make-up work to students when they return from an absence. The parent is responsible for supervising the completion of the make-up work. Some of the work may need to be completed after school or at home.

School Safety

Safety Drills

Fire drills are held monthly. When a fire drill begins, students will stand silently by their desks and await their teachers signal to walk to the assigned area for that room. After reaching the assigned area outside, students will remain silent in line by classes. This is a very serious matter and everyone must leave the building in an orderly fashion to ensure that all students are safe and accounted for.

Safety drills are also held monthly. Safety drills consist of Shelter in Place, Lockdowns, or Evacuations. Each classroom teacher will discuss the purpose of the safety drills and the process to be followed by the students. Below is a list of the important points that will be reviewed in the classroom. It would be helpful for each parent to review these points with their child and reinforce the purpose of the drills. Please discuss the following with your children:

- One of the jobs of the teacher is to keep each and every student safe and secure
- During the drills, your teacher or the adult-in-charge will tell you what to do.
- You need to carefully listen to directions and follow them without talking.
- A teacher will stay with you throughout the drills.

School Visitors

All visitors must use the intercom to enter the building. At this time you will be asked your name and your intended business. This procedure is in effect for ALL. Upon entering the building the visitor will receive further direction at the vestibule window.

Birthday Celebrations/Food/Gum

Students are not permitted to eat, drink, or chew gum throughout the school building, with the exception of eating lunch in the cafeteria.

Due to state food guidelines, items to acknowledge birthday celebrations need to be limited to **NON-FOOD** items. **Please do not send cakes, cookies, donuts, or snacks etc. in with your child as these items will not be distributed to other students at any time.**

Health Services

When a student requires medical attention, every effort will be made to comfort the student. Students who need to take prescribed medication must have the appropriate form (available from the nurse) signed by the doctor and parent before the medication can be brought to the school. All medications must be brought in their original container.

Student health records are kept in a secure location in the health office. The nurse will contact parents when health records need to be updated. State Law requires that all immunization records must be up to date and on file prior to the student attending the school.

Dress Code

1. **Shorts, skirts or dresses shall be mid-thigh length and fit properly around the waist. Blouses/shirts shall not reveal midriff or back.**
2. **Pajama pants are not permitted.**
3. **Tank tops should be width of 3 fingers.**
4. **Undergarments should not be visible, either through a sheer top or at the waistband of pants or shorts.**
5. **Pocket chains are not allowed.**
6. **A hat, any headdress, bandanna, coat or jacket may not be worn in the building until dismissal.**
7. **Any jewelry or accessory which may be considered dangerous or offensive is not permitted.**
8. **Any clothing having material printed on it, which could be offensive may not be worn.**
9. **Bare feet, shower shoes, slippers, flip-flops, or footwear without a back shall not be worn for safety reasons.**

In the event a student is in violation of the dress code, parents will be called to bring the child a change of clothing. If the parent cannot be reached, the student may be subject to disciplinary action. If violation repeats, a parent conference will be held with the principal and/or guidance counselor.

Academic Program

The academic program of Folwell Elementary is exciting, rigorous, and fun! The goal of the academic program is to accommodate individual learning styles and developmental differences among students. Instructional strategies are designed to help each student meet or exceed nationwide standards, and to produce students who will become responsible, life-long learners, prepared to lead us through the 21st Century.

Progress Reports and Marking Periods

Student's Academic Progress Reports will be sent home mid-way through each marking period, to the parents of every student. These reports may indicate areas of weakness or in need of improvement or note strength worthy of recognition. If you have any questions or concerns, please contact your child's teacher.

Parent/Teacher Conferences

Formal conferences are scheduled once a year, in the fall. Your child's teacher will send home an appointment slip and ask you to sign and return the slip confirming the time and date. Informal conferences may take place anytime you, the teacher, or other staff member feel a need to clarify concerns, ask questions and/or make suggestions. Please call the teacher's voice mail extension to set up such appointments.

Report Cards

Report Cards in Grades 3-5 will be issued four times per year. The first report card will be issued to the parent at parent-teacher conferences. The second through fourth report cards will be sent home with the students.

Grading Scale

Skills Legend	Specials Legend
<ul style="list-style-type: none">● + = Consistently demonstrates● - = Does not demonstrate consistently● x = Improvement needed● / = Concept not taught at this time● N/A= Not Applicable	<ul style="list-style-type: none">● O= Outstanding● G= Good● S= Satisfactory● N=Needs Improvement● U=Unsatisfactory

<u>Letter Grade</u>	<u>Percentile Range</u>
A	93-100
B	85-92
C	77-84
D	70-76
F	69-BELOW

Homework

Teachers at Folwell assign work to pupils for completion outside the classroom as an extension of the instructional program of the school. Homework is a properly planned part of the curriculum, a valid educational tool, extending and reinforcing the learning experience of the school. Homework should help students learn by providing practice time in the mastery of skills and experiences in gathering information. Homework may also be assigned to complete or make up actual assignments because of a student's absence.

Oncourse Parent Portal

The Parent Portal gives parents and students access to real-time information including attendance, grades, and detailed assignment descriptions and teacher comments. Everyone stays connected. Students can stay on top of assignments, parents are able to participate in their children's progress, and teachers can share information with parents and students.

Parent Portal is only available for parents and students. If you do not already have a Parent Portal account please the Folwell main office.

Child Study Team

The Child Study Team (CST) is a team of specialists employed by the school to provide consultative, evaluative, and prescriptive services to the students, to the teachers, and to the parents. The CST, together with school administrators and the I & RS Team make recommendations for programs and placements that will best address the needs of students who are experiencing school related difficulties.

Parent Involvement

Parent Chain of Command

If there is a concern it must be addressed through the chain of command. Parents should take their concerns of their children to the:

1. Teacher
2. Principal
3. Superintendent

4. The Board of Education.

In all cases, appointments must be made, so discussion of the concern or disagreement doesn't interfere with instruction. All should verbally agree to meet after class or after school. Call 609-267-0071 or email to make an appointment with teachers. In order to speak with the Principal, please contact Mrs. Matthews in the main office.

Positive Behavioral Interventions and Support

Mt. Holly Schools believe that an effective learning environment includes creating an improved school climate that fosters positive choices, increased learning time, and positive social skills. Folwell is determined to provide this atmosphere by developing a tiered framework that is focused on delivering effective interventions and supports for students driven by data-driven decision making. Our intent for character education is to eliminate bullying, teach tolerance, embrace diversity, and provide the tools and resources to be upstanding students and citizens.

Folwell Code of Conduct

Mount Holly School students are expected to take responsibility for their behaviors, contributing to a positive and respectful school community.

Students must follow Folwell's Code of Conduct before, during and after school. The Code is in effect inside school buildings, on school grounds and at school-related activities. Students also must follow these rules on buses, as well as, walking to and from school.

Students and parents/guardians are expected to read and understand this Code of Conduct to help prevent behavioral problems that will result in disciplinary action.

Descriptions of Meaningful Discipline

Administrative Detention: Begins at 3:00pm each day and ends at 4:00pm (1 hr. admin). An extended session is also available to 5:00pm.

Lunch/Recess Detention: Students receive lunch/recess detention instead of administrative detention at the discretion of the Principal.

Detention Rules: Upon entering detention, students will be asked to complete a Consequence Reflection Sheet. This is intended to engage the student in reflection and to provide them with alternate solutions if the situation arises again. Student may not talk, eat, sleep, put their head on the desk, or be disruptive in detention. Students must follow the directions of the detention instructor and do all work provided. Students who do not follow the directions of the detention instructor will not receive credit for attending detention that day. She/he must make up that detention the next day. She/he may not participate in any extra- or co-curricular activities until the detention day/time has been made up.

Cutting Detention: Students who do not attend (cut) scheduled Teacher/Administrative detention will be assigned additional consequences. During the school year, students who do not make up detentions owed may become ineligible to attend class trips, or to participate in extra- or co-curricular activities.

If a student has a reason he/she cannot attend his/her detention, it is the students' parent/guardian's responsibility to discuss it in advance with the Principal to request the possibility of rescheduling the detention. Detention rescheduling is not automatic. Students who do not attend and do not visit the Principal in advance to make arrangements for a postponement will be considered cutting detention.

Suspension

Out-of-school suspension requires that the student not report to school and remain off all school grounds during the period of the suspension. The student may not participate in or attend any school-sponsored activities, regardless of location. Parents of students who have been suspended will be contacted by telephone, e-mail or

mail. An appointment **must be scheduled** by the parent/guardian with the Principal for a conference to be held prior to the suspended student's return to the regular school program.

No student will be re-admitted to school until the conference has been held. Any student who has been assigned an Out of School Suspension is **NOT** to be present in school on that day. It should be clearly understood that during the time of suspension, the suspended student should not appear on school grounds for ANY reason or be in attendance at any school related function. Students found on school property during the period of his/her out of school suspension, will be considered trespassing, and will be disciplined accordingly. *An Out of School Suspension letter will be issued by the Principal to the student and mailed home to the parent(s).* It is the responsibility of the student to bring the letter home to his/her parents/guardians. This letter along with a phone call home to the parent/guardian will provide adequate notification regarding the Out of School Suspension. In most occasions, a meeting between the school administration and the parents/guardians may be warranted prior to the student returning to school.

The following list of disciplinary infractions, and the accompanying actions, is intended as a guideline only. Each infraction will be considered on an individual basis in the proper context. Conferences with teachers or teacher-assigned personal detentions are obvious and logical first steps in many, but not all situations. Referral to the administration for any of the following infractions could result in some or all of the accompanying consequences. Repeated or extreme incidents of such behavior may result in suspension for insubordination.

Tier 1

The offenses listed below may result in: Parent notification by teacher, Teacher detention, Administrative detention, Restricted lunch, or Social restriction.

- Profanity
- Inappropriate gestures
- Out of assigned area
- Inappropriate use of computers
- Possession of inappropriate material
- Inappropriate student appearance/attire
- Use of electronic devices during school hours
- Disruptive behavior
- Public display of affection
- Throwing food in the cafeteria
- Any activity that the school determines is dangerous to the welfare of others or disruptive to the smooth operation of the school
- Insubordination

Tier 2

The offenses listed below may result in: Suspension, 3:00 – 5:00 Two-hour detention, Police notification, I & RS Referral and possible Superintendent meeting.

- Repeated Tier 1 behaviors
- Truancy
- Insubordination
- Cutting class
- Disrespect toward staff
- Lying to staff
- Inappropriate physical contact
- Fighting
- Instigating a fight
- Cheating
- Leaving school without authorization
- Forgery or alteration of a school document
- Possession of inappropriate material or stolen goods
- Physical Assault
- Harassment/Bullying/Sexual Harassment
- Theft
- Smoking or possession of tobacco products
- Possession or use of drugs, drug paraphernalia, or alcohol on school property
- Vandalism to school property
- Possession of any weapon, fake weapon, fireworks, laser beam, or similar contraband
- Gang related activity

- Terroristic threats
- Any activity that the school determines is dangerous to the welfare of others or disruptive to the smooth operation of the school
- Underage Gambling

PLEASE NOTE: Any student referred to administration may be asked to fill out an incident report form.

The Effects of Out of School Suspension

Parents of students who have been suspended will be contacted by telephone and by mail. An appointment **must be scheduled** by the parent/guardian with the Principal for a conference to be held prior the suspended student’s return to the regular school program. No student will be re-admitted to school until the conference has been held. Any student who has been assigned an Out of School Suspension is **NOT** to be present in school on that day. It should be clearly understood that during the time of suspension, the suspended student should not appear on school grounds for ANY reason or be in attendance at any school related function. Students found on school property during the period of his/her out of school suspension, will be considered trespassing, and will be disciplined accordingly. *An Out of School Suspension letter will be issued by the Principal to the student and mailed home to the parent(s).* It is the responsibility of the student to bring the letter home to his/her parents/guardians. This letter along with a phone call home to the parent/guardian will provide adequate notification regarding the Out of School Suspension. In most occasions, a meeting between the school administration and the parents/guardians may be warranted prior to the student returning to school.

Here at Folwell Elementary School, we provide many great opportunities for our students to partake in a multitude of activities and events. In return, we expect our students to take responsibility for their own behavior and follow the basic expectations for positive character traits. Used in conjunction with our disciplinary policy, the **Administration reserves the right to follow different courses of action other than those listed in the school-wide activities restriction progression.**

Demerit System

As the year progresses we have many opportunities for the students to participate in extra events that do not align to the curriculum. These events can be considered “extra-curricular”.

These events often are awarded to students that haven’t earned the privilege to participate. To resolve this dilemma the decision to place a demerit system will afford students an objective opportunity to prove their worthiness for such extra-curricular events.

How the Behavior Demerit System Works

All students will start with zero demerits. The goal of each student is to maintain zero demerits as the year progresses. When a student is involved in a behavior infraction, they will be assigned a specific number of demerits. Certain consequences will occur as a result of the accumulation of demerits. The following table represents demerit values and removal from certain activities. Parents will be notified of each infraction and the total amount of demerits given.

Demerits Deletion

Students are given a fair opportunity to delete demerits. For every 30 days a student does not have a behavioral infraction, half of their demerits will be subtracted from his/her grand total. It is the goal of all students to maintain zero demerits.

The Demerits Policy Chart

Exclusion Chart

<i>Demerit Value</i>	<i>Infraction Consequence</i>			
5 Demerits	Recess detention		30 Demerits	Removal from all extracurricular activities and clubs
10 Demerits	1 hour administrative detention (per day)		75 Demerits	Exclusion from inter-school activities -Field Day -Dances -Pep-rallies -Etc. -Loss of FunPlex
25 Demerits	2 hour detention (per day)		100 Demerits	Loss of Class Trip
30 Demerits	Out of school suspension (per day)			

Important Policies and Regulations

Parents/guardians should review and be aware of district policies and regulations which can be found in its entirety on the Policies/Regulations section of the district website.

(www.mtholly.k12.nj.us)

Listed below are policy numbers to some of the pertinent district policies.

Policy #	Title	Policy #	Title
2110	Philosophy	5533	Pupil Smoking
2260	Affirmative Action for Classroom Practices	5600	Pupil Discipline/Code of Conduct
2330	Homework	5610	Suspension
2340	Field Trips	5611	Removal of Pupils From The General Education Program for Weapons/Firearms Offenses
2361	Acceptable Use of Computers	5612	Assault by Pupils on Board Members or Employees
2363	Pupil Use of Privately-Owned Technology	5620	Expulsion
2415.2	No Child Left Behind Complaints	5700	Pupil Rights
2464	Gifted & Talented Program	5701	Plagiarism
2624	Grading	5750	Equal Educational Opportunity
5111	Eligibility of Resident/Nonresident Pupils	5751	Sexual Harassment
5112	Entrance Age	5755	Equity in Educational Programs and Services
5200	Attendance	5770	Pupil Right of Privacy
5230	Late Arrival and Early Dismissal	5841	Secret Societies
5240	Tardiness	5842	Equal Access of Pupil Organizations
5250	Excusal from Class or Program	7441	Electronic Surveillance in School Buildings and on School Grounds
5310	Health Services	7610	Vandalism
5320	Immunization	8505	School Nutrition
5330	Administration of Medication	8506	School Lunch Program Biosecurity Plan
5410	Promotion and Retention	8601	Pupil Supervision After School Dismissal
5420	Reporting Pupil Progress	9150	School Visitors
5500	Expectations for Pupil Conduct	9180	School Volunteers
5511	Dress and Grooming	9200	Cooperation Between Parents and School
5512	Harassment, Intimidation, and Bullying	9210	Parent Organizations
5513	Care of School Property	9230	Parental Responsibilities
5516	Use of Electronic Communication and Recording Devices	9240	Rights of Parents
5530	Substance Abuse	9260	Parental Liability for Vandalism
		9280	Parent Conferences