

# **BLAIRSTOWN TOWNSHIP ELEMENTARY SCHOOL**

P.O. Box E  
1 Sunset Hill Road  
Blairstown, NJ 07825

Main Office:  
(908) 362-6111  
[www.blairstownelem.net](http://www.blairstownelem.net)

## **HANDBOOK FOR PARENTS AND STUDENTS 2024 - 2025**



***Learning for now...  
and for the future***

## **BOARD OF EDUCATION**

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Donna Williams

### **ATTORNEY:**

Scarenci-Hollenback

### **CUSTODIAN OF SCHOOL MONIES:**

Joe Schneider

*Board of Education meetings are posted on the school website*

### **BLAIRSTOWN ELEMENTARY SCHOOL DIRECTORY**

Dr. Patrick Ketch, Superintendent  
Colomba Kampfe, Superintendent Secretary

Colleen Silvestri, Principal  
Margaret Scialla, Principal's Secretary  
Melissa Sneed - Receptionist  
Jen Roof - Nurse

Dr. Eric Molnar, School Doctor

### **TEACHERS:**

Tara Anderson

Jennifer Apostolou

Kaitlyn Baker

Linette Benes

Lisa Besser

Denise Bracuti

Sharon Bunce

Jennifer Crisman

Courtney Constantine

Kerry Erickson

Jessica Farley-Lynch

Claire Fleming

Juliana Goncalves

Alyssa Hicok

Ashley Hinline

Shannon Huston

Christine Kovacs

Ashley Larena

Boriana Maduro

Danielle Mannerberg

Erika Matos

Anjanette May

Abbey McDonald

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Tammy Messina

Dana Mosca

Danielle Muessig

Barbara O'Connell

Jordan Palanca

Catherine Pasculli

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Carissa Peterson

Jennifer Pillion

Clorimar Rios-Holyoak

Crista Robinson

Kelly Robinson

Carissa Sambolec

Angela Scalise

Heather Sutton

Jillian Tierney

Kim Truelove

Aimee Voss

Gabrielle Watson

Molly Conklin

Krissy Wohlers

Ali Wolfskehl

Kelly Zaleski

### **PARAPROFESSIONAL STAFF:**

Loren Arvary

Stephanie Ayres

Evie Barno

Sarah Blanchard

Robin Bronstein

Chikako Drawbaugh

Ann Gnall

Maddie LoMonaco

Laureen Lucci

Katie Mamay

Victoria Matter

Kelly Moore-Finley

Brooke Moore

Bernie Pagano

Shankary Polimar

Mary Beth Pollard

Nicole Ryan

Tammy Quick

Natacha Saint-Louis

Yamilette Santana

Jeanne Socha

Theresa Tausendfreund

Anna Van Wattering

Liz Vigren

### **SPECIAL SERVICES:**

Dr. Alyssa Emili, Supervisor of Special Services

Sheri Brady, Social Worker

Nick Moustakas, LDTC

Jeanne Socha, PS Bus Driver

Michelle Rabar, School Psychologist

Michele Andrews, Counselor

Sally Smigel, CST Secretary

Tammy Quick, PS Bus Driver

### **CAFETERIA:**

Joanne Ashton

**CUSTODIANS:** Grace Castellano, Maintenance  
Supervisor, Dennis Burke, Chris Sciarrino

**BLAIRSTOWN TOWNSHIP ELEMENTARY SCHOOL**  
**Blairstown, New Jersey 07825**

Dear Parent or Guardian:

Welcome back to the 2024-2025 school year! We are excited to get the year started. Our goal at BES is to provide the best educational experience for our students so that learning takes place in the classrooms as well as providing a safe and orderly climate throughout the building. Please take a moment to read through our handbook regarding all rules, regulations, and expectations.

This Parent/Student Handbook is an informational resource for all students and parents. BES will continually distribute additional information throughout the duration of the school year. It is our hope that we all work together for the betterment of BES students. It is essential that families are involved in their child's education throughout their time here at Blairstown Elementary School.

Clear and precise communication is vital to your child's progress and success at school. Please check our website regularly as well as our Facebook page as well as utilizing our school app.

Please feel free to reach out with any questions or concerns.

Sincerely,

Dr. Patrick Ketch,  
Superintendent

**TELEPHONE NUMBERS**

Attendance and Student Messages.....	(908) 362-6111 – press 0
School Directory .....	(908) 362-6111 – press 3
School Nurse .....	(908) 362-6111 – press 4
Cafeteria .....	(908) 362-6111 – press 5
Child Study Team .....	(908) 362-6111 – press 6
Bus. Admin. Office .....	(908) 362-6111 – press 7
Main Office .....	(908) 362-6111 – press 0
Preschool Program .....	(908) 362-6319 – press 6

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## **OUR MISSION. . .**

In partnership with home and community, Blairstown Elementary School is dedicated to the mission of providing and engaging comprehensive education.

A passion for learning is ignited through an enriched learning environment. While celebrating individuality, our students develop confidence, competence and character. All students have the opportunity to achieve their highest potential on a quest of lifelong learning to succeed in a global, 21st century.

## **SCHOOL DAY**

Adult supervision begins at school at 8:25 a.m. Students should report directly to their assigned homerooms between 8:25 a.m. and 8:35 a.m. All students who walk or are driven to school **should not** arrive before 8:25 a.m. Parents may not escort children to homerooms. If your child needs before or after school care, Blairstown Elementary offers both a *Before School* and an *After School Program* on site through the Sussex County YMCA. Pre-registration is required for both programs. For more information, contact Liz Canavaro, Program Director, at (973) 209-9622, ext. 217.

Should a parent be excessively late in picking up his/her child(ren) after dismissal or after a field trip, the following procedures will be followed as stated in board policy:

"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 remain in the same location supervised by school staff in the school building until the parent(s) or legal guardian(s) or designated escort arrives [Optional - and signs the pupil out of school]."

**"If the parent(s) or legal guardian(s) or designated escort cannot be contacted and/or does not arrive to pick up the child(ren), the local police or DCP&P (Division of Child Protection and Permanency) will be called to assist in caring for the child(ren)."**

## **GENERAL DISTRICT GOALS**

1. To acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively.
2. To acquire a stock of basic information concerning the principles of the physical, biological, and social sciences, the historical record of human achievements, and failures, and current social issues.
3. To become an effective and responsible contributor to the decision-making processes of the political and other institutions of the community.
4. To acquire the knowledge, skills and understanding that permit him/her to play a satisfying and responsible role as both producer and consumer.
5. To acquire the understanding of and the ability to form responsible relations with a wide range of other people, including but not limited to those with social and cultural characteristics different from his/her own.
6. To acquire the capacities for playing satisfying and responsible roles in family life.
7. To acquire the knowledge, habits, and attitudes that promote personal and public health, both physical and mental.

8. To acquire the ability and the desire to express himself/herself creatively in one or more of the arts and to appreciate the aesthetic expressions of other people.
9. To acquire an understanding of ethical principles and values and the ability to apply them to his/her own life.
10. To develop an understanding of his/her own worth, abilities, potentialities, and limitations.
11. To learn to enjoy the process of learning and to acquire the skills necessary for a lifetime of continuous learning and adaptation to change.
12. To learn and apply the skills developed in "character education" necessary for good character and citizenship.

## **DROP OFF PROCEDURES**

Please adhere to the following procedures when dropping off children at school between 8:25 a.m and 8:35 a.m.:

- Motorists are to pull up to the curb and allow children to only exit vehicles directly onto the sidewalk (please do not double park).
- Vehicles are to use the entire (yellow) striped area along the curb for student drop-offs.
- Vehicle drivers area to remain at the steering wheel of the vehicle.
- Drivers are to leave the student drop-off area immediately after the children exit vehicles. (Staff are on duty to monitor children as they enter the school building).
- Those needing to enter the school building are to park in the lot.
- Students should have all belongings needed for school organized and ready to go before leaving home.
- Maintain a cautionary eye and also a sense of urgency knowing that, on average, 90 other vehicles are also dropping off their children.
- Accept the fact that you will probably be delayed when dropping off your child(ren) at school.

## **ATTENDANCE**

Regulations issued by the New Jersey Department of Education have defined only two reasons for an absence to be excused: religious observance, and Take Your Child to Work Day. ALL other absences will be considered unexcused. If you have any questions, please contact the Principal's office.

### **Tardiness**

A student is considered tardy if they arrive in their homeroom after 8:35 a.m. and must report to the main office for a late slip. Any student who arrives after 8:45 a.m. must be signed in at the main office by a parent/guardian.

### **Absences**

The Board of Education requires that the students enrolled in the district attend school regularly in accordance with the laws of this state. The educational program offered by this district is based upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in well-planned instructional activities as planned by their teacher are vital to this purpose. However, please note our desire to have students attend school on a regular basis is not intended to have students attend school when their health is impaired or they could infect other students.

To help determine that all children are safe and accounted for, when a student is going to be absent from school for any reason, a parent or guardian is asked to call the school at

908-362-6111 prior to 8:45 a.m. on the day of a child's absence. On those occasions when the school is not informed, a phone call will be made to the home to verify student safety.

Families are discouraged from vacationing during the school year. Prolonged absences interfere with children's learning. Whenever children return to school from an absence they are required to present a written note to the school attendance officer/teacher stating the reason for the absence. Parents will be notified when absences become excessive and are unrelated to a prolonged illness or emergency. A meeting with the principal may be required. \*Excessive absences may prevent promotion to the next grade level.

\*For cumulative unexcused absences of 10 or more the student may be deemed truant per N.J.S.A 18A:38-27. Under such circumstances the school district is required to make a mandatory referral to the court program as required by the NJ Administrative Office of the Courts.

### **Early Dismissal from the Normal School Day**

Students are not permitted to leave school before regular dismissal time unless a note is brought from home or a parent/guardian contacts the school. A parent/guardian must sign their children out in the main office whenever they are leaving during the school day. This must occur each time a child leaves the school. Under no circumstances will a child be allowed to leave the building with a stranger or any person not named on the emergency contact list. We request that you provide as much notice to the school as possible.

<b>Regular Schedule</b>	<b>Early Dismissal</b>	<b>Delayed Opening</b>
Homeroom: 8:25-8:50	Homeroom: 8:25-8:40	Homeroom: 10:25-10:40
Period 1: 8:52-9:32	Period 1: 8:42-9:10	Period 1: 10:42-11:10
Period 2: 9:34-10:14	Period 2: 9:12-9:40	Period 2: 11:12-11:40
Period 3: 10:16-10:56	Period 3: 9:42-10:10	Period 3: 11:42-12:10
Period 4: 10:58-11:38	Period 4: 10:12-10:40	Period 4: 12:12-12:40
Period 5: 11:40-12:20	Period 5: 10:42-11:10	Period 5: 12:42-1:10
Period 6: 12:22-1:02	Period 6: 11:12-11:40	Period 6: 1:12-1:40
Period 7: 1:04-1:44	Period 7: 11:42-12:10	Period 7: 1:42-2:10
Period 8: 1:46-2:26	Period 8: 12:12-12:40	Period 8: 2:12-2:40
Period 9: 2:28-3:10	Period 9: 12:42-1:10	Period 9: 2:42-3:10

### **CHANGE IN ROUTINE**

Parents are to inform the school whenever there is a change in their child's daily routine (i.e. taking the bus, getting picked up, etc.). A note should be sent to the child's homeroom teacher notifying him/her of the change and the alternate plan. Please be specific.

### **MAKING UP MISSED SCHOOL WORK**

When a student is absent from school two or more consecutive days, parents are encouraged to phone and request, by 11:30 a.m., work to be made up at home. Makeup work will be assigned at the discretion of the teacher. The age, grade level, and ability of the student will be major factors in assigning makeup work. Books and assignments are to be picked up in the office only, keeping classroom interruptions to a minimum.

If a child is to be absent for an extended period of time, due to illness, vacations, etc., homework may be assigned beforehand, at the discretion of the teacher. Homework may take the form of independent reading, journal-writing or other such instructional activity, in lieu of missed class assignments.

Teacher's judgment will determine assignments to be made upon the student's return to school. Students will be given a reasonable length of time to complete makeup assignments; in most cases, one day for each day absent.

## REPORT CARDS

Report cards are released to parents of students in grades K-6 three times a year. We try to describe your child's progress rather than compare that progress with other children. Report cards will be available on the Parent Portal.

### **Achievement Code:**

A = Excellent 90-100  
B = Above Average 80-89  
C = Average 72-79  
D = Below Average 65-71  
F = Failing 64 and below  
P = Pass

### **Effort Code:**

O - Outstanding  
S - Satisfactory  
N - Needs Improvement

2024 - 2025 all subject areas will utilize a standardized report card.  
Academic areas will be graded as follows:

#### **4 = Exceeds Standards**

Extends key concepts, processes, and skills; consistently works beyond grade level benchmarks

#### **3 = Achieves Standards**

Consistently grasps and applies key concepts, processes, and skills; successfully meets grade-level benchmarks

#### **2 = Approaching Standards**

Beginning to grasp and apply key concepts, processes, and skills; progressing toward benchmarks

#### **1 = Need Support**

Requires support to develop concepts, processes, and essential skills

**N/A = Not Assessed this Marking Period**

## HEALTH SERVICES

Our school nurse is on duty from 8:25 a.m. to 3:30 p.m. By State law only she can administer first aid. In case of a serious accident you will be notified immediately. If it is necessary for your child to go home because of illness or injury, you should make provisions to pick up your child.

Medications may only be dispensed by the school nurse, physician, parent, or legal guardian. If the school nurse is to dispense medication to a child during the school day a written doctor's order must be presented with the medication. Should the school nurse not be present, a parent must then dispense the medication. All medication must be in original prescription bottles.

As a rule, all medications and doctor's orders must be brought to the School Nurse at the start of the school day; students should not have medications in their possession. This includes over the counter medications.

All children will be screened each year for vision, hearing, height and weight. Children in 5th grade will be checked for scoliosis annually. You will be informed of any concerns that may need further medical evaluation.

Any medical problem which would prevent or limit your child from participating in usual school activities should be brought to the attention of the school nurse. Likewise, if your child becomes ill with a contagious disease, notify the school nurse.

Please keep emergency numbers up-to-date. Your child will only be released to those persons listed on your emergency card.

## **STATE AND LOCAL TESTING**

The purpose of the district's standardized testing program is to assess student performance, as well as to help determine the appropriateness of the curriculum on an annual basis. Information is sent home to parents advising them of specifics regarding the tests. Reports are also sent home to notify parents of their child's performance on the NJSLA.

NJSLA Language Arts and Math- Grades 3, 4, 5, 6

NJSLA Science - 5th Grade

## **PARENT- TEACHER CONFERENCES**

Parent-Teacher conferences are scheduled once a year. Conferences for the 2024-2025 school year will be held on November 13th and 14th. You may request a conference at any time during the year. Please contact your child's teacher to schedule a conference outside of the already scheduled parent/teacher.

## **CHILD STUDY TEAM (CST)**

The services of the district CST are provided for Blairstown Elementary School students as required by law. Members of the Child Study Team include the Learning Disability Teacher Consultant (LDTC), School Psychologist, School Social Worker and, as needed, the Speech/ Language Specialist. When a student is experiencing school-related difficulties a referral to the CST can be initiated by a parent or by school personnel, and must be made in writing. The function of the CST, then, is to evaluate students and determine eligibility for special education and related services. If a child meets the criteria for eligibility and is in need of special education and related services, members of the CST, as case managers collaborate with parents and teachers to develop an Individual Education Plan (IEP) to meet the student's needs.

The CST can be contacted at 908-362-6111 x109.

## **CHILD FIND**

According to the state (N.J.A.C. 6A:14) and federal law (IDEA), every school district must ensure that all students with disabilities, who are in need of special education services, are located, identified and evaluated. Furthermore, a free appropriate public education must be made available to all students with disabilities from ages of three through 21.

Specialized services and programs are provided for children ages 3 through 5 years who are experiencing physical, sensory, emotional, communication, cognitive, and/ or social difficulties and who may be in need of special education services. Parents or other appropriate persons may refer a child to the school district's Child Study Team for an evaluation to determine eligibility for special education and related services. Such a request must be made in writing. Further information can be obtained by contacting the District's Child Study Team at 908-362-6111 x 109.

Information can also be provided on how and where to obtain services for children from birth to age 3 who may be experiencing developmental delays. Such assistance and services are available through the Early Intervention Program and can be arranged by contacting Project First Step at 908-689-4542 or pfs@arcwarren.org.

When parents are concerned about their school-aged child's performance and progress, they should first discuss such issues with the child's teacher and/or principal. However, parents also have the option of referring their child to the district's Response to Intervention Committee (RtI). The RtI committee offers intervention procedures that are provided within the general education school program. At times, more extensive interventions are needed to assist a student, and referral to the CST may be warranted. When a CST referral is initiated, a meeting is scheduled with the parents and is attended by appropriate teachers and members of the CST who will determine necessary components of assessment and procedures for evaluation.

Upon completion of evaluation, and if a child is determined eligible for special education and related services, an Individual Education Program (IEP) is developed collaboratively suited to the specific needs of the student.

Students who do not meet the criteria for special education under federal law (IDEA) may be eligible for services and/or accommodations under Section 504 of the Americans with Disabilities Act (ADA). This federal statute refers to a civil rights law that protects an individual against any discrimination on the basis of a physical or mental impairment that limits a major life activity. Children who are eligible for accommodations under Section 504 receive modifications that equalize their learning opportunities. More Information about services under Section 504 can be obtained by contacting the Principal, Colleen Silvestri, at 908-362-6111 x104.

## **PRESCHOOL**

Blairstown Elementary School has a preschool program for children ages 3 to 5. The program runs five mornings and afternoons a week, 2.5 hours per session. Our experienced staff includes appropriately certified preschool teachers. Social skills and school readiness skills are emphasized in a warm and nurturing environment. Children must be three years old by October 1, and be toilet trained. For more information, please contact Dr. Alyssa Emili at 908-362-6111, x109.

## **RESPONSE TO INTERVENTION (RtI)**

Extra help is provided for children falling below minimum levels of proficiency in language arts and mathematics. Parents or guardians will always be notified when their child would benefit from additional support in a particular area.

## **ART PROGRAM**

The art program in the elementary school involves development of creative expression through art.

The children are encouraged in cultural communication by using representation, illustration, design, and three dimensional construction.

Children will be scheduled for art one period per week.

## **MUSIC PROGRAM**

All children, beginning in Kindergarten, are scheduled for music instruction as part of their regular educational program. Musical recorders are supplied for all 3rd grade students as part of 3rd grade music instruction.

**Elementary Band** is offered to children in grades 4, 5, and 6. Lessons are given free of charge by our music teachers. Parents may purchase or rent an instrument through the school.

**Elementary Chorus** is for students in grades 5 and 6. The chorus performs at winter and spring programs.

**Elementary Strings** is for students in grades 6.

\*Lessons and rehearsals are scheduled to take place within the normal school day.

**Theatrical Arts Program** is offered to students in grades 5 and 6 in addition to our grade level concerts. Student gain a wonderful experience in the performing arts including auditions, singing, choreography and commitment to time management. A spring production is performed for all to enjoy.

## **PHYSICAL EDUCATION**

All children will be scheduled for physical education classes unless they are physically unable. Sneakers or soft-soled shoes must be worn. A doctor's note must accompany a request to be excused from P.E.

## **GIFTED AND TALENTED ENRICHMENT**

We are committed to an educational program that recognizes the special value and needs of the individual student. The Blairstown Elementary School G.A.T.E. program provides exposure to competitions, field trips, activities, and materials for students who demonstrate the potential for superior talents in academics, creativity and critical thinking.

All 4th grade students will go through an identification process to determine which students will most benefit from the G.A.T.E. program. The G.A.T.E. program identification process includes: parent input, teacher input, preliminary screening, permission for further assessment, data collection, and placement committee review.

Enrichment for students begins in Kindergarten. Students are exposed to challenging programs in Kindergarten through 6th grade in regular curriculum and in S.T.E.M. (Science, Technology, Engineering, Math)

The **TAG Art** enrichment program is designed for children displaying a high degree of talent and interest in art. Enrichment sessions are scheduled during lunch and recess one day a week. Students in grades 4 to 6 are eligible. The decision to include a child in the program is made by the art teacher. Students must submit a portfolio to the art teacher to be considered for the program.

## **INTERNET**

Students will have increased access to the Internet as part of their instructional program as they move through the grades. School policy calls for adult supervision whenever a student is on-line. Children attempting to thwart that policy or to knowingly access inappropriate websites are subject to disciplinary measures and denial of computer network/internet privileges. Also, the district utilizes GoGuardian to monitor all student activity on the internet. **Parents must inform the school, in writing, if they wish to deny children access to the internet.**

## **CELLULAR DEVICES**

Cell phones and watches are not allowed in school unless accompanied by a note from a parent/ guardian granting permission for the student to use the phone or watch only in emergency situations agreed upon by the administration. The phone must be kept in the student's backpack, turned off throughout the course of the school day and on the bus ride to and from school. If a child fails to abide by these rules, the cell phone will be taken away, given to the principal, and the parent/guardian will be responsible for picking up the phone. Cellular watches must have the cellular option turned off. Appropriate disciplinary action will also be enforced. Students will meet with the principal to review expectations once permission is granted.

## **OTHER PERSONAL TECHNOLOGY / ELECTRONIC DEVICES**

Students are not allowed to bring personal technology to school. Personal technology includes, but is not limited to wireless earpieces, iPods, iPads, portable gaming devices, laptops, video recorders, or internet capable book readers. Should a student disregard this rule and bring his/her device to school, it will be at his/her own risk. No searches or investigations will be conducted for lost or stolen devices. The district does not permit access to district provided internet access on personal devices. A student's parent/guardian is responsible for all charges incurred by unauthorized usage at any time.

(BOE Policy 3322).

## **COMPUTER PRIVILEGES**

The local area network (LAN) in school provides students with equipment and hardware to support and enhance instruction. Along with the privilege to access the LAN comes the responsibility to use the technology in acceptable ways. Students attempting to access files belonging to others for wrongful purposes, or to otherwise access the LAN for inappropriate use will be subject to disciplinary procedures and possible loss of LAN privileges.

\*Parents/Guardians are expected to read and sign the Acceptable Use Policy for Technology sent home with students at the beginning of each school year.

## **FIELD TRIPS**

Field trips are considered part of the educational program and are scheduled for all grade levels. While most are educational in origin, some are recreational and may be taken at any time during the course of the year. Parental permission slips will be sent home for all trips. For reasons of safety, we limit all class trips to students, chaperones and teachers. Please do not ask to join school groups at the intended destination. All children are expected to participate unless illness or a family emergency occurs, as it is part of the school curriculum.

Students are required to ride the bus to and from field trips. Parents are not permitted to drive their child.

School transportation is provided and students and chaperones are expected to take provided school transportation to and from the destination. If your child does not attend a school field trip, he/she is still required to attend school and the educational course of study will be provided. Regular attendance policy is in effect.

\* Please note the procedure listed under SCHOOL DAY that will be followed if a parent is excessively late picking up his/her child from a class trip that returns after 3:15 dismissal (pg. 3).

## **LIBRARY**

Students are encouraged to visit the school library often and to borrow books for one week at a time, renewable upon request. Proper care of borrowed materials is the responsibility of the student. Lost or damaged books must be replaced.

## **CAFETERIA - LUNCH/BREAKFAST PROGRAM:**

Our lunch program consists of hot and cold lunches including milk. Milk may be purchased separately. If you wish to pay for the week, money will be collected on Monday or Tuesday. This minimizes bookkeeping, freeing more time for learning activities. Please send exact amount in cash or check inside a sealed envelope clearly marked with child's name and teacher's name. For daily purchases in grades kindergarten, one, and two, please follow the same procedures Monday-Friday. Also please see the school's website if you would like to set up an account using Payschools. Breakfast will be served from 8:25 a.m. - 9:00 a.m. It will be a grab and go.

## **DISMISSAL PROCEDURES**

- All students will ride the school bus unless they reside within walking distance of the school or are excused from riding the school bus by a parent (parents must provide a written notice to the school for the entire year or a note for each occurrence).
- A parent or designee must meet kindergarten through 3rd grade students at the bus stop. Failure to do so will result in the child being brought back to school to await pick-up, unless specified by a written note.
- A parent picking up a child(ren) at dismissal will meet the student(s) on the sidewalk in front of the school and escort the child(ren) from the sidewalk to the private vehicle.
- Children walking home, unescorted, will be dismissed through the front doors of the school.
- Children walking home with an escort will meet their escort at the Schaare Wing doors. Blairstown Elementary School staff will provide supervision in the following areas at dismissal: the bus loading area behind the school, the front sidewalk, and the cafeteria.
- There are sign-out procedures in place for students being picked-up at dismissal. Please contact the office for details on these procedures.

**Regular Dismissal** - 3:15 p.m.

**Early Dismissal** - 1:15 p.m. - (check school calendar for dates)

**Emergency Dismissal** - may take place any time an emergency may occur. Attempts will be made to notify parents through our automated telephone calling system, local radio stations, and the Blairstown Elementary School web-site.

## **BUS TRANSPORTATION**

Each student who is provided transportation by the Board of Education, will be assigned to one bus route and a designated bus stop. We do not permit "courtesy rides", whereby a student is allowed to ride a bus other than his/her assigned bus, except in case of an emergency. Bus passes will be issued in cases of emergency (a bus pass is used to ride a bus other than the assigned bus). Parents/guardians who have made permanent full-time childcare arrangements on a five day per week basis, for both morning and afternoon, may request that the student's assigned bus be changed to accommodate this arrangement. The Superintendent's approval will be based on available seating on the bus, as well as time and safety considerations. If seating capacity becomes a problem, the student would be assigned to his/her original bus.

The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the driver. Bus routes and bus stops are arranged so as to serve the best interests of the most number of students in a safe manner. School bus drivers are not authorized to make route or stop changes without the permission of the Superintendent/Principal. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. Under no circumstance should a parent or guardian board the bus in an attempt to resolve a conflict. All bus issues should be reported to the principal.

## **BUS TRANSPORTATION PROCEDURES**

Students will be allowed off the bus only at school, home and locations requested in writing by parents. Individual students in kindergarten through 3rd grade will be returned to the school if not met by an adult at the bus stop. While it is necessary for students to come back to school when no guardian is present at the bus stop for small children, repeat offenders will have their children placed in the YMCA Aftercare Program at a per diem cost to parents.

## **SCHOOL BUS CONDUCT**

Riding the bus is a privilege and students are expected to abide by school rules and act in a safe manner at all times. Failure to do so will result in a discipline referral to the main office, and, in serious cases, may result in loss of bus transportation. In such cases, parents shall provide for transportation to and from school during the period of such exclusion.

1. Remember that the bus driver is focused on the safety of everyone and should not be distracted while driving unless an emergency is being reported.
2. Listen to your bus driver and be cooperative.
3. Be polite and kind to all students riding the bus - no teasing or bullying.
4. Remain seated in your assigned seat while the bus is moving - no switching seats at stops.
5. Use appropriate language at all times - no cursing or vulgar language.
6. Keep all food in backpacks or lunch boxes - no eating on the bus.
7. Backpacks must remain in the seat and out of the aisle.
8. Keep your hands, feet, and all other objects to yourself and inside the bus.
9. Talk quietly - no shouting, screaming, or unnecessary noise.
10. Keep the bus clean - do not litter.
11. Take care of bus company property - do not write on, damage or destroy any part of the bus.
12. Wear your seat belt at all times - backpack on lap, not on back or in the aisle.
13. Leave all toys, dangerous objects, electronic devices and games at home. \*Students who have prior written permission to bring their cellphones to school for emergency purposes are not to take them out of their backpack or use them on the bus.
14. Keep the aisle and emergency door area clear at all times.

## **DISCIPLINE PROCEDURES**

We want each student attending Blirstown Elementary School to benefit from the opportunities that are provided. Therefore, the school climate must be positive and orderly. Discipline procedures will be shared with all students at the beginning of the school year, with student assemblies reviewing processes, protocols and safety procedures. Parents are urged to review the discipline procedures listed in this handbook with their children throughout the school year.

Teachers are encouraged to contact parents when a student chooses to act inappropriately or break school rules. Through the cooperative efforts of the home and the school, we hope to instill in children the importance of proper behavior which in turn will provide a classroom and school atmosphere conducive to learning.

## **DISCIPLINE POLICY**

The Board of Education believes that the conduct of pupils in school should enable pupils to derive the greatest benefits from the educational program offered by this Board and that pupils should learn to assume responsibility for their own behavior and the consequences of their actions. Pupils are required to conform to reasonable standards of acceptable behavior; to respect the rights, person, and property of others; preserve the degree of order necessary for the conduct of the educational program; and obey those in authority.

Every pupil enrolled in this district shall observe promulgated rules and regulations and submit to the discipline imposed for infraction of those rules.

The discipline of an educationally disabled pupil must consider his or her educational disability and educational needs. Pupils with educational disabilities are subject to the same discipline policies and procedures as non-disabled pupils, unless the pupil's individualized educational program includes exemptions to those policies or procedures. Pupils with educational disabilities may be suspended for up to ten consecutive or nonconsecutive school days without initiating action by the Child Study Team. In the event the discipline involves suspension or expulsion that would account for more than ten consecutive or nonconsecutive school days, the suspension or expulsion may constitute a significant change in placement and the Child Study Team will conduct a reevaluation in accordance with N.J.A.C. 6:28-3.7, if determined to be needed by the case manager in accordance with N.J.A.C. 6:28(e).

When a pupil with an educational disability is suspended, the principal will forward, at the time of suspension, written notification and a description of the reasons for such action to the parent/legal guardian and the case manager. Such notification shall occur prior to the suspension if the action would result in the pupil being suspended for more than ten days in the school year. The case manager will determine if the suspension results in a significant change in placement and document the review and the determination made. If the suspension would result in a significant change in placement, the Child Study Team case manager will advise the principal that a reevaluation shall be conducted prior to the suspension and initiate a reevaluation. If upon completion of the reevaluation, the Child Study Team determines the pupil's behavior was primarily caused by his/her educational disability, the district may not suspend, expel, or change the pupil's placement.

If upon completion of the reevaluation, the Child Study Team determines the pupil's behavior was not primarily caused by his/her educational disability, the district may suspend or expel the pupil. However, at no time shall the district Board cease educational services to that pupil.

If there is ongoing peril or physical harm to self or others or of substantial disruption to the educational process, and the suspension would result in a significant change in placement, the pupil may be temporarily suspended while the district immediately seeks emergency relief.

The Superintendent shall develop and publish rules governing pupil conduct that reasonably relate to the maintenance of a school environment conducive to learning and to the protection of members of the school community; rules must not discriminate against nor demean pupils or violate the rights of any pupil. Sanctions for the violations of rules must

relate in kind and degree to the infraction and help the pupil learn to take responsibility for his or her conduct. Sanctions may not impose an academic punishment greater than that imposed by the misconduct itself. Corporal punishment may not be inflicted.

The building principal shall have the authority to assign discipline to pupils. Any pupil disciplined by an employee of this Board shall have the right to notice of the infraction with which he or she is charged and an opportunity to be heard by a school official before the pupil is disciplined; the pupil may appeal the determination of the school official.

The building principal shall have the authority to assign discipline to pupils. Any pupil disciplined by an employee of this Board shall have the right to notice of the infraction with which he or she is charged and an opportunity to be heard by a school official before the pupil is disciplined; the pupil may appeal the determination of the school official.

**Copies of all School Board policies can be found on the school's website. Also, copies can be found in the main office..**

## **CODE OF STUDENT CONDUCT**

We expect all students at Blairstown Elementary School to monitor and be responsible for their own behavior. The code of student conduct is based upon the following core values: If a student chooses not to behave in an acceptable manner or break any of the school rules, appropriate disciplinary measures will be taken at the discretion of the teacher, the administration, or the crisis management team.

### **General School Rules**

1. Students will take care of (and not damage or destroy) school property.
2. Students will not fight, tease, curse, harass, threaten or bully.
3. Students will not bring dangerous articles, weapons, or substances onto school property.
4. Students will not initiate or take part in hazing (making someone do something to be your friend, join a group, or be part of a clique).
5. Students will be in their assigned place at the assigned time.
6. Students will not sell, trade or ask others for money.
7. Students will not chew gum.
8. Students will not bring toys, cell phones, smart watches or electronic devices to school.
9. Students will enter a classroom only when a teacher is present.
10. Students will not take backpacks, or large trapper keepers from class to class.
11. Students may not circulate petitions or distribute any literature without approval from the administration.

### **Hallway Conduct**

1. Walk quietly through the halls - no excessive noise.
2. Keep to the right and stay with your class.
3. Keep your feet "grounded" on the floor and the stairs - no jumping.
4. Keep hands, feet, and other objects to yourself.
5. Help anyone who needs assistance.

## **Assembly Conduct**

1. Climb up and down the bleachers slowly and in a single file on stairs.
2. Sit with your class in your assigned area.
3. Listen attentively and do not talk to others during the assembly.
4. Respond appropriately, respectfully, and politely when asked to do so - no screaming, stomping, booing, or whistling.
5. Keep your hands, feet, and all other objects to yourself.
6. Use lavatories only in emergencies and with permission - exiting quietly, walking slowly, and behind the presenter(s) and audience members.
7. Support the efforts of your fellow students in a positive manner.

## **Recess Conduct**

1. Report to recess unless you have permission from a teacher to stay inside and complete work.
2. Wear weather appropriate clothing for outdoor recess - take outer garments with you if you are unsure of the conditions. Please check our "Lost & Found" regularly if your child is missing an article of clothing.
3. Ask permission if you must enter the building during recess.
4. Play within the boundaries of the playground or the assigned areas.
5. Avoid areas where there is water, mud, loose gravel, rocks, snow, ice, or any other dangerous conditions. (No running on the blacktop).
6. Share and/or take turns using the playground equipment appropriately.
7. Ball tosses are allowed, however no competitive team games such as football, soccer, etc.. (Do not bounce balls against the walls or windows of the school.)
8. Include all students who wish to play in group or team games whenever possible.  
\*Only 10 students (5 on each team) on the basketball court (or half court) at any given time.
9. Stand no further than 20 yards apart when playing "catch" on the blacktop.
10. Report all playground problems to a certified teacher on duty as soon as they happen - do not wait until you are back in the building.

## **Cafeteria Conduct**

1. Talk quietly - no shouting or screaming.
2. Ask permission to get up from your seat or to leave the cafeteria.
3. Talk respectfully to the adult on duty.
4. Use good table manners.
5. Keep hands, feet, and all other objects to yourself.
6. Clean your area when finished.
7. Do not ask others for money.
8. Adult, certified teachers are on duty for supervision.

## **Classroom Conduct**

Classroom conduct and rules will be determined by each teacher in accordance with school-wide expectations of student conduct. If there is an issue regarding student conduct, please contact the student's teacher.

## **Consequences for Inappropriate Conduct**

Consequences for inappropriate conduct will be assigned at the discretion of the teacher, the administrator or the crisis management team. The assigned consequence will be determined after reviewing the individual circumstances of each situation. Possible consequences for inappropriate conduct are listed below:

1. Verbal warning or reprimand
2. Cool down time or taking a break in the classroom notice
3. Teacher/student conference
4. Behavior intervention
5. Note to parents
6. Teacher phone call
7. Loss of classroom/school privileges
8. Parent/teacher conference
9. Principal/student conference
10. Principal phone call or referral
11. Detention
12. Principal/parent conference
13. Counseling recommendation
14. Suspension
15. Expulsion

\*In accordance with N.J.A.C. 6A: 16-7.2 through 5 and 7.6, the severity of offenses, ages of the student offenders, and histories of inappropriate behaviors will be taken into consideration before discipline is assigned.

## **DRESS ATTIRE**

Parents are urged to use sound judgment regarding student attire in school. Students must dress appropriately for the day's weather. Please do not send your child to school with:

- High heeled shoes, rubber flip flops, or any shoe that would pose a safety hazard, all shoes must have a back or strap
- Bare midriffs, open back tops or spaghetti straps
- T-shirts with inappropriate words, slogans, or logos
- T-shirts promoting drugs and alcohol
- Excessively short skirts, dresses, or shorts (shorts should be no shorter than mid-thigh)
- Excessively baggy or loose clothing
- Pajama or "pajama like" attire
- Shorts in extremely cold weather

## **PRIVACY**

School authorities expressly retain the right to conduct searches of lockers, desks, or other property owned by the students and brought on to school grounds.

Inspections or searches will be conducted as often as necessary to maintain order and discipline and to protect the safety and well being of the entire school community.

## **ASSIGNMENT BOOKS**

All students in grades 3-6 will be issued an assignment book to keep track of daily and long term assignments. Students are responsible for writing down their assignments for each subject area every day. The assignment book is an essential component in the development of good organizational skills. Teachers will check assignment books on a regular basis and parents are encouraged to do the same.

## **HOMEWORK**

The amount of homework a child is assigned is determined to a great extent by age and grade. A few minutes a night on some nights for first graders will gradually become approximately 60 minutes a night, four nights a week for sixth graders. Naturally, because of tests, long term projects and reports, children must learn to manage their time wisely to avoid being overwhelmed on any one night.

Homework is assigned to:

- Reinforce work taught in the classroom
- Extend the time for learning
- Provide parents an opportunity to monitor their child's work
- Help students become better at managing their time
- Foster independent work
- Help students to accept responsibility

We encourage parents and guardians to monitor work assignments done at home and to provide a calm, quiet place for children to work. If you have any questions regarding your child's homework/schoolwork please contact your child's teacher.

## **SCHOOL CLOSINGS**

School closings, early dismissals, and delayed openings due to inclement weather will be on the website: [www.blairstownelem.net](http://www.blairstownelem.net) and Facebook Group. Parents will also be notified by phone with the "All Call" automated system if there is an unscheduled early dismissal or school closing.

## **LOST AND FOUND**

Your child's belongings are to be properly marked with his/her name and grade. Lost articles can be claimed in the school office before or after school. The school is not responsible for lost articles. Please contact the school receptionist at 908-362-6111, ext. 105.

## **CLASSROOM CELEBRATIONS/PARTIES/BIRTHDAYS**

As per Board of Education policy, no food (including candy) will be allowed for classroom parties or individual birthdays. Classroom parties/holiday celebrations will be coordinated by the classroom teacher and the room parent(s) and will consist of a class game, a special project, or a guest reader (to read a special holiday story). Birthdays will be celebrated with an announcement of the child's birthday over the intercom in the morning, a card from the Superintendent and Principal, and a small gift from the administrative staff. No items, food or otherwise, should be sent into school for a child's birthday. *"Invitations to private parties cannot be passed out at school."*

## **PUBLIC POSTINGS**

Literature, posters, fliers, advertisements, etc. may not be distributed or posted in the school or on school property without approval from the administration.

## **VISITORS/VOLUNTEERS**

All visitors/volunteers must check in at the school office. Visitor passes will be issued. At no time should visitors/volunteers enter classroom areas at the school without a pass. Parents who are volunteers should not stop into their child's classroom. Meetings/conversations with teachers must be scheduled. Children/siblings not enrolled in our school are not allowed to visit during the school day.

## **FIRE DRILLS/EMERGENCY DRILLS**

The Blairstown Elementary School Board of Education, Administration and staff take the safety of our children very seriously. Working in collaboration with local law enforcement, fire department and EMS, our school has a comprehensive emergency management plan in place. Fire evacuations and lock down drills are rehearsed continuously in partnership with local law enforcement. Parental communication is utilized through our "All Call" phone system, our website and Facebook Group. Our plan is reviewed and updated bi-monthly through our "Effective Crisis Management and Communications Team". An evacuation plan is posted in every classroom and we exceed compliance with county and state mandates. All schools are required to do one fire drill & one security drill per month. A notice will be sent out after every drill

## **CARE OF SCHOOL PROPERTY**

The Board of Education holds students, parents and outside organizations accountable for abuse or destruction of any and all school property.

## **RIGHT TO KNOW**

The New Jersey "Worker and Community Right to Know Act" (N.J.S.A. 34:5A-1 et seq.), effective August 28, 1984, establishes a comprehensive system for the disclosure and dissemination of information about hazardous substances in the workplace and the environment Employers with a Standard Industrial Classification (SIC) code with major groups numbers 20-39, 46-49, 51, 75, 76, 80, 82 and 84, and all state and local governments are covered by the Act.

Pursuant to the Act, the Department of Health has adopted a Workplace Hazardous Substance List (N.J.A.C. 8:59-9) which includes 2051 substances that pose a threat to the health and safety of employees. The Act also requires the State Department of Health to develop a Workplace Survey. Employers are required report on this survey the substances on the Workplace Hazardous Substance List that are present at its facility. This survey is located in the Board office.

## **ANNUAL INTEGRATED PEST MANAGEMENT NOTICE (IPM)**

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. Blairstown Elementary School has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy. A copy of the Blairstown Elementary School's IPM policy is located in the main office and is available for your review. Please call the school at 908-362-6111 if you have any questions.

## **ASBESTOS**

The Blairstown Township School has been inspected for asbestos. Although asbestos containing building materials are present in the school, they have been determined to not be of danger to the occupants. A Management Plan, approved by the State Department of Health, is on file in the Board office and available for review by the public.

## **AFFIRMATIVE ACTION**

The Blairstown Board of Education affirms its policy to provide equal educational and employment opportunity regardless of sex, race, color, creed, religion, ancestry, national origin, or social or economic status.

The Affirmative Action team members are Dr. Patrick Ketch (AAO) and Mrs. Donna Williams.

Affirmative Action objectives, plans, and policies are located in the main office of the school.

## **EQUAL ACCESS**

Section 504 of the Rehabilitation Act (1973) prohibits discrimination against handicapped persons, including both students and staff. Colleen Silvestri is the 504 officer for Blairstown Elementary School.

## **HARASSMENT, INTIMIDATION, BULLYING (HIB), AND HAZING**

The Board of Education believes that harassing, intimidating, bullying, or hazing activities of any type are inconsistent with the education process and prohibits all such behavior at any time on school premises and at school-sponsored events. Pupils who engage in harassing, intimidating, bullying or hazing activities are subject to Blairstown's discipline policy. Copies of Board policies and contact information pertaining to harassment, intimidation, bullying, and hazing are located in the main office and on the school website. If there are any questions/concerns, please contact our "HIB Specialist", Nick Moustakas, at 908-362-6111, ext. 113

## **ACCESS TO PUPIL RECORDS**

Mandated and permitted records may be found in the school's main office and school nurse's office. To review your child's mandated and permitted records, please contact Colleen Silvestri, Principal at (908) 362-6111 - ext. 104.

Child Study Team (CST) records are kept for students who have been evaluated by the CST. This file is maintained in the Child Study Team office. Parents may call the CST at (908) 362-6111 - ext. 109 to schedule a mutually convenient time to review their child's record. These records are confidential and only staff members that have direct educational responsibility for a student have access to the student's record.

**Mandated and permitted records are defined as follows:**

### **A. MANDATED RECORDS**

1. Personal data which identify each pupil in the district, including name, address, date of birth, name of parents/guardians, citizenship and gender.
2. Record of daily attendance.
3. Descriptions of pupil progress including courses taken and evaluation made. Grade level (or other program) assignment must also be recorded.
4. Health history and status records compiled in accordance with state regulation, including results of any physical examination given by qualified district employees.
5. Records pursuant to rule and regulations regarding the education of educationally disabled pupils, including printed test forms supporting eligibility and placement.
6. All information regarding disciplinary actions taken against pupils by the district and information in pupils' records received by the district.
7. All other records required to be kept by State Board of Education.

### **B. PERMITTED RECORDS**

The Board of Education has granted permission to the administration to compile the following data regarding individual pupils:

1. Observation and rating of individual pupils by professional staff members acting within their sphere of competency.
2. Information obtained from professionally acceptable standard instruments of measurement such as: interest inventories, achievement tests, and standardized intelligence tests.

3. Authenticated information provided by a parent or adult pupil concerning achievements and other school activities, which the pupil wants to make a part of the record.
4. Extracurricular activities and achievements.

## **THREATS**

All students attending Blirstown Elementary have the right to feel safe and secure within the school environment. Threats of any nature are inappropriate and will be dealt with in a serious and forthright manner. Students must refrain from making any and all comments that may be perceived as a threat of violence towards another person. Law enforcement officials may be called to investigate threats of violence.

## **SCHOOL SECURITY**

The school building will remain locked during school hours. Video surveillance is located throughout school property. All parents and visitors shall enter and exit through the main office doors. The receptionist is available to gain entry and ID is required. Parents/guardians wishing to meet with teachers or pick up a child should always call ahead or schedule an appointment. Lastly, the district utilizes lobby guard for additional security measures.

## **PPRA AND FERPA**

Blirstown Elementary adheres to the Protection of Pupil Rights Amendment (PPRA) and the Family Educational Rights and Privacy Act (FERPA). See below for the requirements of PPRA and FERPA.

### **Notification of Rights under Family Education Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the school has

contracted to perform a special task (such as an attorney, medical consultant, or therapist).

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Blairstown Township Elementary School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office, U.S. Department of Education  
400 Maryland Avenue, SW, Washington, DC 20202-5901

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- **Consent** before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
- **Receive notice and an opportunity to opt a student out of -**
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- **Inspect, upon request and before administration or use -**
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law.

The Blairstown Township Elementary School District has developed and adopted policies regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Blairstown Township Elementary School will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

The Blirstown Township Elementary School District will also directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Blirstown Township Elementary School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

## NOTES

## NOTES

# 2024-2025 BLAIRSTOWN CALENDAR

## SEPTEMBER 2024

S	M	T	W	T	F	S
1	<u>2</u>	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					

## OCTOBER 2024

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

## NOVEMBER 2024

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

## DECEMBER 2024

S	M	T	W	T	F	S
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	<u>30</u>	<u>31</u>				

## JANUARY 2025

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

## FEBRUARY 2025

S	M	T	W	T	F	S
						1
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9	10	11	12	13	<u>14</u>	15
16	<u>17</u>	18	19	20	21	22
23	24	25	26	27	28	

## MARCH 2025

S	M	T	W	T	F	S
						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					

## APRIL 2025

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

## MAY 2025

S	M	T	W	T	F	S
						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	<u>26</u>	27	28	29	30	31

## JUNE 2025

S	M	T	W	T	F	S
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					

## SCHOOL CLOSED

August 26, 27	Teacher In-Service
September 2	Labor Day
October 14	Teacher In-Service
November 7 & 8	NJEA Convention
November 28 & 29	Thanksgiving
Dec. 23 - Jan. 01	Winter Recess
January 20	MLK Jr. Day
February 14 - 17	President's Day
April 18 - 25	Spring Recess
May 26	Memorial Day

Underlined: Denotes School Closed

○ : Denotes 1:15 Closing

Six (6) emergency days have been built into this calendar. Should the district utilize more than six (6) snow days prior to February 1, 2025, one day will be recovered on February 14, 2025. Additional snow days will be taken from the week of Spring Break, beginning with April 25, 24, 23, etc., 2025. The Board reserves the right to make changes at its discretion, as per NJSA18A:36-2. Adopted by the Blairstown Board of Education on 2/22/24.

## EARLY DISMISSAL

September 13	Early Dismissal
November 13 - 15	Parent/Teacher Conferences
November 27	Early Dismissal Thanksgiving
December 6	PLCD
December 20	Winter Recess
March 7	PLCD
April 17	Spring Break
June 6	PLCD
June 17	Early Dismissal
June 18	Early Dismissal - Last day of school

# Blairstown Township Elementary School

## HOME SUPPORT FOR SCHOOL

- *monitor homework*
- *turn off the television in favor of reading or reading related activities*
- *make sure students attend school*
- *provide resources in the home that promote learning: books, magazines, newspapers, paper, pencils, etc*

