

Harry S. Truman Elementary School

STAFF HANDBOOK 2026-2027

Revised: September 1, 2026



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I. PERSONNEL

Sayreville Board of Education

Mrs. Lucy Bloom
Mr. Eloy Fernandez (President)
Ms. Eileen Pabon
Mr. Christopher Callahan
Mr. John Walsh

Mr. Jeffrey Smith
Ms. Alison Napolitano
Ms. Leidy Maldonado (Vice President)
Ms. Katya Hernandez

Address and Telephone Number of Secretary to the Board

Erin Hill
Tel. # 732-525-5204
E-Mail: erin.hill@sayrevillek12.net
Fax # 732-727-7369
P.O. Box 997, Sayreville, NJ 08872

Offices are located in the Samsel Upper Elementary School, 298 Ernston Road, Parlin, NJ

District Administrative Personnel

Dr. Richard R. Labbe
Mr. David Knaster
Mr. Eric Glock-Molloy
Mrs. Erin Hill
Dr. Edward Aguires
Mr. James Kolmansperger
Mr. Nicholas Cittadino
Ms. Bridgette Burt
Mr. Patrick Cerniglia
Mr. Michael Waranowicz
Mrs. Donna Sicola
Mrs. Audrey Burns
Mrs. Kim Grossman

Superintendent of Schools
Assistant Superintendent
Assistant Superintendent
Business Administrator / Board of Education Secretary
Director of Human Resources
Director of Facilities and Operations
Director of Food Services
Director of Special Projects
Director of Transportation
Director of Technology and Systems Operation
Director of Guidance
Director of Curriculum & Instruction PreK – 2
Director of Curriculum & Instruction 3-12

TES Personnel

ADMINISTRATION

Ms. Amy Stueber

Principal

DEPARTMENT SUPERVISORS

Humanities
Language Arts
Mathematics
Science
Athletics and Physical Education
Elementary Education Math & Science
Elementary Education Language Arts & Soc. Studies
Special Education

Christopher Howard
Suzanne Capraro
Mala Maharana
Carolynn O' Connor
Jennifer Badami
Michelle DiPaolo
Daniel Teye
Alex DeCicco

Preschool Inclusion, Intervention, & Community Relations

Kara Schlaline

CHILD STUDY TEAM

LDTC

Deena Brock

SCHOOL COUNSELOR

Counselor

Rachel Goodman

LIBRARY

Librarian/Media Specialist

Jennifer Kabara

NURSE

Nurse

Cindy O'Brien

SECRETARIAL STAFF

Main Office
Main Office

Barbara Droulette
Debra Araujo

Truman School Phone Extensions

2026-2027 TRUMAN PHONE LIST		
NAME	Phone	Room #
ANDERSON, JENNA	2228	A18
ARCHER, ASHLEIGH	2214	D15
ARAUJO, DEBRA	2002	OFFICE-D1
AVDIU, MIHANA	2229	A14
BARRY, AMANDA	2227	C2-1
BEDNARZ, SABINA	2220	C5
BELLAMY, JACOB	2231	D10
BOOK ROOM	2242	A8
BRAUN-BARREIRO, RACHEL	2218	ART - A5
BRESOCNIK, KERRI-ANN	2224	C8
BROCK, DEENA	2070	CST - A4
BROWN, MEGHAN	2225	C11
CACIOLI, WENDY	2208	SPEECH - D11
CAFETERIA	2212	CAFÉ - D2
CASAZZA, SHARON	2216	B7
CHARVET, KRISTINA	2203	D12
CIBRIAN, KELLY	2232	A16
CSAPO, LISA	2207	D16
CUSTODIAN	2219	C3
DASILVA, TIFFANY	2203	D19
DISTEFANO, KERRY	2235	ASI D13

DROULETTE, BARBARA	2000	OFFICE - D1
FACULTY ROOM	2210	D7
GELLMAN, MOIRA	2217	MUSIC - A3
GUIDANCE -RACHEL GOODMAN	2060	GUIDANCE A9
GROSS, JASON	5985	LIBRARY -Tech
HAINES, LISA	2207	D16
HANEY, VICTORIA	2213	B8
HORVAT, LENA	2216	B7
JOSIAH, SHENNET	2222	C6
KABARA, JENNIFER	2204	D13 MEDIA
KELLY, ERIN	2215	B10
LAWLOR, CHRISTINE	2235	ASI - D13
LEONARD, MICHELLE	2209	ELL D9
LOPEZ, ANDREA	2221	C7
MAGES, LAURA	2205	D14
MAKELY, HEATHER	2223	C9
MARCHETTA, JESSICA	2223	C9
MIHALENKO, LAURA	2232	A14
O'BRIEN, CINDY	2100	NURSE - D5
O'HARA, DAWN	2225	C11
OLEJNIK, KARA	2202	D17
ROMANO, KRISTINA	2233	A11
SCHLECK, PAM	2230	A10
SIERRA, REBECCA	2226	C2-2
SOSNAK, JEFF	2011	LOBBY
STUEBER, AMY	2001	OFFICE - D1-1
SZKODNY, JEAN	2206	D21
UDRIJA, EMINA	2211	GYM - A1-1
ZALNIERATIS, LISA	2215	A7

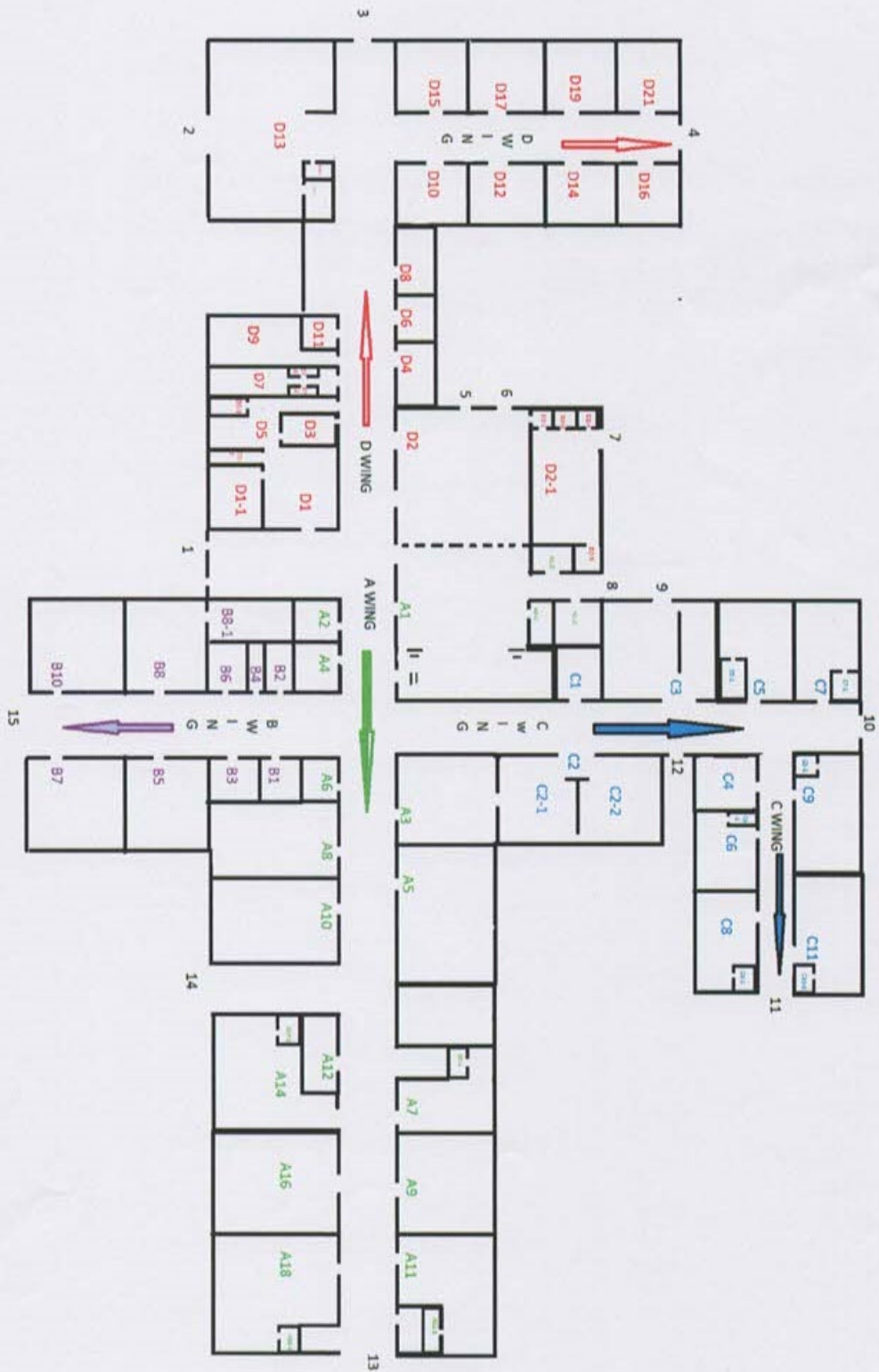
HARRY S. TRUMAN SCHOOL

STAFF LIST 2026-2027

KINDERGARTEN	Miss. Jenna Anderson		A18	2228
	Mrs. Amanda Barry		C2-1	2227
	Mrs. Sabina Bednarz		C5	2220
	Mrs. Shennet Josiah		C6	2222
	Mrs. Heather Makely		C9	2223
GRADE 1	Mrs. Kerri-Ann Bresocnik		C8	2224
	Mrs. Andrea Lopez		C7	2221
	Mrs. Dawn O'Hara		C11	2225
	Ms. Kristina Romano		A11	2233
	Ms. Rebecca Sierra		C2-2	2226
GRADE 2	Mr. Jake Bellamy		D10	2231
	Mrs. Sharon Casazza		B7	2216
	Mrs. Kristina Charvet		D12	2203
	Mrs. Victoria Haney		B8	2213
	Mrs. Pam Schleck		A10	2230
GRADE 3	Ms. Tiffany DaSilva		D19	2204
	Mrs. Lisa Haines		D16	2207
	Mrs. Laura Mages		D14	2205
	Mrs. Jean Szkodny		D21	2206
	Mrs. Kara Olejnik		D17	2202
ASI	Mrs. Christine Lawlor	Reading	D13	2235
	Mrs. Kerry Distefano	Reading	D13	2235
	Mrs. Kelly Cibrian	Math	A16	2232
RESOURCE	Mrs. Ashleigh Archer 3rd		D15	2201
	Mrs. Mihana Avdiu 1 st		A14	2229
	Mrs. Erin Kelly 2 nd		B10	2215
	Ms. Lisa Zalnieratis K		A7	2239
INCLUSION	Ms. Meghan Brown – 1 st		C11	2225
	Mrs. Lisa Csapo -3rd		D16	2207
	Mrs. Cvetelina Horvat -2nd		B7	2216
	Mrs. Jessica Marchetta – K		C9	2223
ART	Mrs. Rachel Braun-Barreiro		A5	2218
LIBRARY	Mrs. Jennifer Kabara		Library-D13	2051
MUSIC	Ms. Moira Gellman		A3	2217

P.E. KG/GYM	Mrs. Emina Udrija	GYM A1-1	2211
	Christian Baffige	KG GYM B5	2214
ELL	Mrs. Michelle Leonard	D9	2209
TAG	Mrs. Laura Mihalenko	A16	2232
TECH	Mr. Jason Gross	Library	5985
NURSE	Ms. Cindy O’Brien	Nurse	2100
SPEECH	Mrs. Wendy Cacioli	D11	2208
GUIDANCE	Ms. Rachel Goodman	A9	2060
SECRETARY OFFICE CLERK	Ms. Barbara Droulette	Office	2000
	Mrs. Debra Araujo	Office	2002
CUSTODIANS	Mr. Kristopher Dennis	Boiler Rm	2219
	Mr. Chang	Boiler Rm	2219
	Diane Livich	Boiler Rm	2219
PARA-PROFESSIONALS	Mrs. Ruth Anthony Mrs. Stacey Calsetta Mrs. Melissa Hillyeri Mrs. Krystin Stankiewicz		
CAFETERIA	Mrs. Sherry Kou	Kitchen	2212
	Ms. Cindy Lenahan	Kitchen	2212
	TBD	Kitchen	2212
CAFETERIA AIDES	Mrs. Morelia Adames	Café- Playground	
	Ms. Nikita David	Café- Playground	
	TBD	Café- Playground	
	Mrs. Rosemary Baawuah	Cafe- Playground	
	Mrs. Odeth Smith-Monteau Mrs. Tina Matula	Café- Playground Café- Playground	
CHILD STUDY TEAM	Mrs. Deena Brock	A4	2070
CAMPUS SECURITY MONITOR	Mr. Jeff Sosnak	Front Hall	2011
OT	Marisol Gonzalez	B3	2243
PT	Ms. Beth DeMaio	B5	2214
ESS	Ms. Eliecia Eason	A2	2239

SAYREVILLE SCHOOL DISTRICT



Truman Elementary School Handbook

Daily Time Schedule

9:05	9:06	Homeroom
9:07	9:45	1 st period
9:46	10:26	2nd period
10:27	11:07	3rd period
11:08	11:48	4th period
11:49	12:29	5th period
12:30	1:10	6th period
1:11	1:51	7th period
1:52	2:32	8th period
2:33	3:13	9 th period
3:14	3:20	Homeroom

Delayed Opening

10:35		
10:37	11:04	1st period
11:05	11:34	2nd period
11:35	12:04	3rd period
12:05	12:34	4th period
12:35	1:04	5th period
1:05	1:34	6th period
1:35	2:04	7th period
2:05	2:34	8th period
2:34	3:04	9 th period
3:05	3:20	Homeroom

Early Dismissal

9:05	9:06	Homeroom
9:07	9:34	1st period
9:35	10:03	2nd period
10:04	10:32	3rd period
10:33	11:01	4th period
11:02	11:30	5th period
11:31	11:59	6th period
12:00	12:28	7th period
12:29	12:57	8th period
12:58	1:26	9 th period
1:26	1:35	Homeroom

Lunch Periods

Kindergarten – 5th Period
 1st Grade- 6th Period
 2nd Grade- 4th Period
 3rd Grade – 7th Period

Faculty Meeting

Faculty meetings will be held in the media center at 3:40pm, unless indicated, on the following dates. Times are subject to change.

Opening Day
 September 15
 October 13
 November 17
 December 8
 January 12
 February 9
 March 16
 April 13
 May 11
 June 8

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Back to School Night Monday, September 14th

Grade Level Meetings

Grades K & 1	Tuesday, September 8th	Tuesday, November 10th	Tuesday, January 5th	Tuesday, March 2nd	Tuesday, May 4th
Grades 2 & 3	Thursday, September 10th	Thursday, November 12th	Thursday, January 7th	Thursday, March 4th	Thursday, May 6th

IV. Proposed Grading Calendar for 2026-2027 School Year

Term (Grades)	Start	Interim Report	End (#days)	Report Card
Trimester 1 (K-5)	9/3/26	10/23/26	12/7/26 (60)	12/14/26
Trimester 2 (K-5)	12/8/26	1/29/27	3/17/27 (62)	3/24/27
Trimester 3 (K-5)	3/18/27	4/30/27	6/25/27 (61)	6/30/27
Quarter 1 (6-12)	9/3/26	10/9/26	11/12/26 (45)	11/19/26
Quarter 2 (6-12)	11/13/26	12/22/26	1/29/27 (45)	2/5/27
Quarter 3 (6-12)	2/1/27	3/5/27	4/16/27 (47)	4/23/27
Quarter 4 (6-12)	4/19/27	5/26/27	6/25/27 (46)	6/30/27

Parent/Teacher Conferences January 2027

Tuesday, January 20, 2026	Afternoon Session	Project Before, K-3 Elementary Schools, Middle School, SWMHS
Tuesday, January 20, 2026	Evening Session	Samsel Upper Elementary
Wednesday, January 21, 2026	Afternoon Session	K-3 Elementary Schools, Samsel Upper Elementary, SWMHS
Wednesday, January 21, 2026	Evening Session	Project Before & Sayreville Middle School
Thursday, January 22, 2026	Afternoon Session	Project Before, Samsel Upper Elementary School, Sayreville Middle Schools, SWMHS
Thursday, January 22, 2026	Evening Session	SWMHS & K-3 Elementary Schools
Friday, January 23, 2026	Afternoon Session	All Schools

Truman Elementary School Handbook

SAYREVILLE SCHOOL DISTRICT SCHOOL CALENDAR 2026-2027 *

September-26				
M	T	W	T	F
		(1)	(2)	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October-26				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November-26				
M	T	W	T	F
2	(3)	4	5*	6*
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December-26				
M	T	W	T	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January-27				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

September

- (1&2) All Teachers Report - No students
- 3-4 1st Day - Early Dismissal for Students & GCN (2.5hrs) Staff
- 7 School Closed - Labor Day
- 18 Early Dismissal
- 21 School Closed - Yom Kippur

October

- 18 5 Early Dismissal for Students & PLC (2.5hrs) Staff

November

- (3) Staff In-Service Day - No Students
- 5-6* School Closed - N.J.E.A. Convention * TBD
- 11 School Closed - Veterans Day
- 25 Early Dismissal - Thanksgiving Weekend
- 26-27 School Closed - Thanksgiving Break

December

- 7 Early Dismissal for Students & PLC (2.5hrs) Staff
- 23 Early Dismissal - Winter Recess
- 24-31 School Closed - Christmas Eve, Christmas Day / Winter Recess

January

- 1 School Closed - New Year
- 11 Early Dismissal for Students & PLC (2.5hrs) Staff
- 18 School Closed - Martin Luther King Day
- 19-22 Early Dismissal - Parent Teacher Conferences

February

- 15 1 Early Dismissal for Students & PLC (2.5hrs) Staff
- 15 School Closed - Presidents' Day

March

- 8 Early Dismissal for Students & PLC (2.5hrs) Staff
- 9* School Closed - Eid al-Fitr *Subject to change
- 26-31 School Closed - Good Friday, Easter/ Spring Recess

April

- 1-2 School Closed - Spring Recess
- 22 School Closed - Passover

May

- 17* School Closed - Eid al-Adha *Subject to change
- 24 Early Dismissal for Students & PLC (2.5hrs) Staff
- 31 School Closed - Memorial Day

June

- (1) Staff In-Service Day - No Students
- 18 School Closed - Juneteenth
- 23-24 Early Dismissal for Students
- 25-L Early Dismissal - Last day for Students
- (28-L) Last day for Teachers

February-27				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March-27				
M	T	W	T	F
1	2	3	4	5
8	9*	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April-27				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May-27				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17*	18	19	20	21
24	25	26	27	28
31				

June-27				
M	T	W	T	F
	(1)	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25-L
(28-L)	29	30		

Schools Closed
Staff Report-No Students
F - First day
L - Last day
Shortened day

* Please note Calendar dates may change due to emergency closings.

Note: (3) days have been built into the calendar in the event that schools are closed for any unanticipated reason. If they are not used they will be deducted from the last day of school. If there are additional closings for unanticipated reasons, calendar changes will be made in the following order: January 19th will be a half day for students, February 17th will be a full day for students, and full days for students will be taken from Spring Break beginning with March 31st and moving sequentially backward.

Number of possible days:

184 - Students

189 - Teachers

BOE Approved: 7/29/2025

Truman Elementary School Handbook

2026-2027 AM DUTY SCHEDULE

<u>Duty Location</u>	-
Buses-Front of Building	Meghan Brown & Jen Kabara
Patio - In front of the school	Emina Udrija / Jeff Sosnak
D Wing - Walkers Entrance	Rachel Barreiro & Rachel Goodman
Floater / Monitor Hallways /AQ Flag	Kelly Cibrian
Crossway - A, B, C wings	Moira Gellman
Inside- Front Foyer	Chris Lawlor
Cafeteria- Breakfast Line	Michelle Leonard
Hallway by Speech Room	Wendy Cacioli
Bus Cards	Kerry DiStefano

**All homeroom teachers will supervise students as they arrive at their homerooms.
They will stand in their doorways to help with hallway duty.**

****All AM duties begin promptly at 8:50am.**

PM Duty Schedule	-
<u>Duty Location</u>	
Loudspeaker	Jen Kabara
Bus Caller	Rachel Barreiro
Main Entrance walkers K & 1	Chris Lawlor & Kerry DiStefano
Hallway Crossway between A, B, & C Wings	Moira Gellman
Main Entrance buses	Ashleigh Archer
Main Entrance buses	Rachel Goodman
Main Entrance buses	Jessica Marchetta
Patio - Buses in the Front Outside	Kelly Cibrian
Patio - Buses in the Front Outside	Emina Udrija
Walkers at D wing	Wendy Cacioli
Walkers at D wing	Michelle Leonard
Mini Buses / Gray Bus	Mihana Avdiu
Gym Buses	Lisa Zalnieratis
Gym Buses	Lisa Csapo
Gym Buses	Lena Horvat
Gym Buses	Erin Kelly

PM Duty - Homeroom Teachers will supervise their students in their classrooms until all buses and walkers have been called. They will stand in their doorways to help with hallway duty.

Truman Elementary School Handbook

TRUMAN SCHOOL 2026-2027 FIRE DRILL & EVACUATION COMMUNICATION CHAIN

Revised
9/1/26

Incident Commander:
Amy Stueber

Accountability Clerk:
Kabara / *Lawlor/DiStefano

Zone 1 Door 10-11
O'Hara / *Brown C11
Lopez C7
Bednarz C5
Krystin Stankiewicz C9
***Makely / Marchetta C9**

Zone 2 Door 4
Haines / *Csapo D16
Szkodny D21
Mages D14
DaSilva D19
Charvet D12
Udrija & Baffige Gym
***Cafe workers**

Zone 3 Door 3-2
Lawlor D13
Olejnik D17
Bellamy D10
Archer / Calsetta D15
Jason Tech
***DiSefano**

Zone 4 Door 15-14

Casazza / *Horvat B7

Ruth Anthony B7
Haney B8, Kelly B5, Barreiro A5,
Marisol Gonzalez B3
Rosenmann ASL Tuesdays
***Schleck A10**

Zone 5 Door -1

Gellman A3

Stueber, Droulette, Araujo, Brock
CST, Cacioli Speech, Leonard ML
Eason ESS on Tuesdays
***Sosnak Security**

Zone 6 Door 13

Romano A11

Anderson A18
Cibrian / Mihalenko A16
Avdiu A14
Zalnieratis / Hillyer A7
***Goodman A9**

Zone 7 Door 12-11

Bresocnik C8

Barry C2-1
Sierra C2-2
***Josiah C6**

Revised 9-1-2025

Truman Elementary School Handbook

Two-Way Radio Protocol Fire/Emergency Drill Procedures Truman School 2026-2027

Everyday Communication:

1. Zone Captain please keep your radio on at all times
2. We only have access to one frequency. That frequency works on all channels
3. Please continue to use the notices on the doors to notify custodian of items needed in your room. HOWEVER for an emergency (clean up ect.) you will need to phone the office and we will use the PA system to contact the custodian.
4. To contact the nurse use Ext#2100 for the Café use Ext#2212.

Use of Two-Way Radios during fire drills or any evacuation:

Only zone captains will have radio communication. During a fire drill or school evacuation, teachers and staff members must physically check in with your zone captain. Zone captains will then wait for the Accountability Clerk to ask for their report. Once all Zone captains report to the Accountability Clerk an all clear will be relayed through the system.

ACCOUNTABILITY CLERK – Jennifer Kabara/ Chris Lawlor / Kerry DiStefano

<u>ZONE</u>	<u>EXIT</u>	<u>CAPTAINS</u>
Zone 1 (C11, C9, C7, C5)	Door 10, 11	O'Hara / Brown
Zone 2- (D16, D21, D14, D19, D12 CAFÉ WORKERS)	Door 4	Haines /Csapo
Zone 3- (D15, D10, D17, D13)	Door 3, 2	Lawlor /DiStefano
Zone 4- (B7, B8, B5, B10, A10, Art)	Door 15, 14	Casazza /Horvat
Zone 5 (ASI Math, Office, Nurse, Speech, Music, ELL, CST, Schleck, Custodian)	Door 1	Gellman /O'Brien
Zone 6 (A11, A18, A9, A16, A14, A7, TAG, OT, PT)	Door 13	Romano/Goodman
Zone 6- (C2-1, C2-2, C6, C8)	Door 11, 12	Bresocnik/Josiah

Crisis Response Team
Truman Elementary School 2025-26

Response Team

Primary Responders- Deena Brock, CST / Rachel Goodman, School Counselor

Secondary Responders: Dawn O'Hara, Meghan Brown, Lisa Csapo, Lena Horvat, Heather Makely, Jessica Marchetta

Extra Support: Jeff Sosnak Principal: Amy Stueber

Tier III- Cindy O'Brien, Nurse, Sayreville PD, Mr. Chang.

Crisis Response Procedure

All protective holds shall be in accordance with district board policy #5142.2

Response

1. Assess situation.
2. Remove other students if necessary, for safety. Check with office for available rooms.
3. Remove possible dangerous objects.
4. Limit communication with acting out student to one person.
5. Give acting out person time to process each question or statement before speaking to avoid overwhelming him/her.
6. Avoid speaking about the student where the student can hear.
7. Follow CPI Crisis Development Model to identify student crisis behaviors and appropriate staff response. Protective hold is last resort and conducted by a trained staff member.
8. Lead responder will determine if restraint is necessary for the safety of the student or staff.
9. Protective hold will follow techniques identified through CPI.
10. Lead responder will communicate if additional support for protective hold restraint is needed or if team member needs to switch out due to fatigue
11. When de-escalation begins, the team leader will give clear expectations to the acting out personas to what needs to be done when the protective hold is over.
12. Lead responder will identify when protective hold is complete.
13. Lead responder will give restate expectations to student.
14. Student is escorted to nurse for assessment.
15. Teacher restates expectations for reentry into the classroom.
16. Tier I responding member notifies parent of crisis and completes Crisis Intervention Restraint Incident Report. Report is emailed to Director of Special Services and building principal. A hard copy of report is sent to parent.

Truman Elementary School Handbook

Calls

1. **Escalation Support Needed-** Called when student's teacher is unable to safely address crisis or need additional support for other students in the room. Tier I responder will acknowledge call when able to provide assistance. **If a primary responder does not respond a second call should go out. At that time, a secondary responders should act if possible. Staff member responding should acknowledge assistance coming.

Walkie Or Phone CALL: "ESCALATION SUPPORT NEEDED, Room ##"

2. **Elopement-** Called when a student leaves an area inside the school without permission and is in crisis. This situation should be seen as a flight risk. Primary RESPONSE TEAM MOBILIZES. Primary responders will pursue student and direct secondary responders for support if needed. If the student is at risk to leave the building all responders will be needed. See exits listed below.

Walkie CALL: "ELOPEMENT, ELOPEMENT, Student's initials, hallway and direction."

Walkie Call: Please block Doors

Exits

Exit 1- Jeff Sosnak

Exit 2- Jennifer Kabara

Exit 3 - Sayreville PD

Exits 4 – Mrs. Csapo

Exits 5 & 6 – Lunchroom Teacher

Exits 8 & 9 – Ms. Udrija

Exit 10 & 11- Mrs. Makely

Exit 12- Mrs. Gellman

Exit 13- Mrs. Avdiu

Exit 14 – Mrs. Barreiro

Exit 15 – Mrs. Horvat / Mrs. Casazza

3. **Broken Arrow-** Elopement that has resulted in student leaving the building or elopement that started outside (recess, Etc.). ENTIRE RESPONSE TEAM MOBILIZES. Shelter in place is called over PA. Team members that secure exits will exit building at their exits. Student in crisis should be secured as soon as possible. **This situation should be seen as an immediate threat to the student's safety.**

Walkie CALL: "BROKEN ARROW, BROKEN ARROW, ELOPEMENT, student first name, last seen location and direction headed"

PA Call: "Shelter in place, elopement, shelter in place, elopement"

***Indicate when a crisis has ended by walkie call: "situation in room ## has been de-escalated."

Classroom teachers on crisis team should have volume of their walkie at a level just loud enough for them to hear to minimize disruption to regular classes.

TRUMAN SCHOOL

Emergency Management Drills 2026-2027

LOCKDOWN	• DO NOT EVACUATE IF FIRE ALARM IS PULLED. • Lock door (<i>Sweep the hallway</i> and take others in with caution.) • Get students out of view. <i>Students in bathroom should go to a classroom.</i> • Lights off • Quiet • Leave blinds/shades as they are. • Note names of any additional or missing students and report them If safe report via txt message to Jennifer Kabara &/or Mrs. Stueber
Active Shooter	• Same as above (LOCKDOWN).
Modified Lockdown	• Students are to remain in their classrooms. No one should leave the room. Continue teaching.
EVACUATION	• Exit though the back of the building. Using the door listed that is closest to you. • Doors #4,6,7,8,9,10,11. • Evacuate though path down Stradford Rd. to Nottingham Dr. • The nurse disabled staff and students will meet on Avon Way • Upon arrival report attendance, any extra or missing students to your accountability officer
Lock-in	• Action taken to prevent unauthorized access to the building. All exterior doors should remain locked. Day continues as usual except for NO recess/ NO outside PE, etc. • Occurs when there is a potential risk to students, staff, etc.
Code BLUE	• Students should remain in the classroom to keep the hallways clear. Extra personnel should check bathrooms for students. Designated staff will tend to the situation.
Shelter in Place	• Remain on premises, but you may be required to move to a different part of the facility due to an environmental event. • Normal school operations may continue during a shelter in place.
Fire Drill	• Close windows. Make sure all students are out of the room before you close the door. Take attendance once outside. Identify any extra or missing students to accountability officer.

2026-2027
TRUMAN SCHOOL PTO OFFICERS

President:
Antonella Leverett

Vice President:
Shadia Ghanem

Recording Secretary:
Amanda Kutcher

Corresponding Secretary:
Caitlin Arvanites

Treasurer:
Jennifer DeForge

PTO Meeting Dates
2026-27 School Year

September 10 - Thursday 6:30

October 19 – Monday 6:30

November 16 – Monday 6:30

January 11 – Monday 6:30

February 8 – Monday 6:30

March 15 – Monday 6:30

April 26 – Monday 6:30

June 2 – Wednesday 6:00

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III. FACULTY GUIDELINES

Teacher Arrival and Dismissal

1. Teachers must swipe/sign in by 8:50 a.m. and remain in the building until 3:35 p.m.
2. Teachers are required to swipe/sign in when entering and leaving the building.
3. Teachers are required to notify the office before leaving the school building for any reason during the school day except for lunch. Teachers should sign in and out in the main office when leaving for lunch. If a teacher must leave due to illness or emergency, they must notify the office and an administrator as soon as possible so coverage can be found for the remainder of the day.
4. Teachers may enter the building using their swipe cards from 7:00am to 7:00pm on school days.

Teacher Absences

Teachers who are ill must follow the district procedure. The procedure requires the teacher to report an absence by using Aesop. Teachers are encouraged to let a secretary know of an absence in advance if at all possible. If a teacher becomes ill during the school day, the teacher must notify administration for approval to leave early and then fill out the appropriate coverage form in the main office and swipe out accordingly. See [Employee Attendance Policy](#)

Parking

Faculty parking is done on a first come first serve basis unless otherwise specified by an administrator. Teachers must allow for travel time between the parking lot and the building. **A faculty/staff member in the parking lot at 8:50 a.m. is not considered to be on time.**

Visitations

All teachers should expect to be visited by administration periodically. Special invitations to observe classroom projects, lessons, etc. are always welcome. Formal observations may or may not be announced in advance.

Dress Code

Teachers are expected to dress professionally and in accordance with the district dress code at all times. The dress code can be found in the district policies section of this handbook. Teachers who choose to participate in dress down days must follow the theme for the day. Teachers must wear the district ID badge on the blue lanyard at all times.

Teacher Lesson Plans

The lesson plan is a clearly written statement of exactly what the teacher hopes to accomplish in the classroom. Since a part of the purpose of writing a plan is for substitute use, it should be a usable tool and provide a readable lesson format. Plans should be up to date and ready for viewing at any time. Teachers must follow the district lesson plan format.

It is essential that the **teacher's plans show strict adherence to the district curriculum and be submitted by the assigned dates.** The lessons must indicate a cross-reference to the NJ Student Learning Standards. Teachers are to prepare multi-faceted lesson plans, which include the following: student measurable objectives (using Bloom's), procedures, closure, an assessment reference, and homework assignments. Additionally, the plan must provide evidence that the instructional level is addressing the needs of the students as determined by various testing programs. Teachers should submit their plans in Oncourse by 8:50 AM on Tuesday with the following Monday included or on Monday at 8:50 with plans up to and including Friday. Teachers are required to write and submit plans electronically in accordance with the district's policy.

Substitute Lesson Plans

All teachers are to have 3 emergency lesson plans prepared and posted in Oncourse by **October 1, 2026**. All teachers should maintain a yellow substitute folder and a red emergency folder. The yellow folder should contain the emergency plans, a class list, a seating chart, and the class schedule. The folder should also include a copy of any other important information a substitute may need, i.e. student illnesses/medications, conflicts, etc. The red emergency folder should include all school emergency plans that are handed out in September.

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In addition, up to date substitute plans should be left in an accessible location in their classroom. Both folders should be kept in a folder hanging on the wall. This location should be made known to the cooperating team teachers and should include the same materials as stated above in addition to any student copies that a substitute would need. Administrators may ask for these materials periodically or during an observation.

School Cleanliness

Good housekeeping habits should be practiced at all times. Rooms are expected to stay neat and appropriate for visitors at all times. Wall decorations may not be secured with staples or hot glue. Broken items or spilled liquids should be reported to the office as soon as possible. Dispose of food in a proper manner. Refrigerators are available within the building for teacher use. Please remove any old food in a timely manner.

Supply Requisitions

Supply requisition forms will be available in the Teacher's Room. Teachers who need supplies must fill out the form and submit it by placing it in the appropriate bin in the main office. Once approved, the custodians will gather the supplies and deliver them to the teacher's classroom as soon as possible.

Emergency Evacuation

Every teacher should have a red emergency folder in their classroom. It should be placed in the substitute folder on the wall, so that it can be easily found by any substitute in an emergency. These folders should contain the emergency management cheat sheets and class lists for each period. Please note any students that have medical needs that require special attention during emergencies. Please update class lists as necessary.

You should have also received a copy of the emergency plan, map of the plan, accountability flow chart, and an ID card and badge. All teachers are expected to be familiar with these plans and to have their ID badges accessible at all times. We will have announced and un-announced practice drills throughout the year.

Drills

Fire / Emergency drills will be conducted twice monthly. All teachers at all grade levels are obligated to instruct pupils thoroughly in drill procedures and exiting the building. Teachers on prep or duty must exit the building through the nearest exit and assist other teachers if necessary. Students should follow the exit directions posted in the classroom and should be in a straight line and silent. Teachers must take their attendance information and grade books with them during fire drills to verify attendance. **Classroom windows and doors should be closed before exiting the classroom.** Once attendance is verified, the teacher will confirm student attendance with their Zone Captain.

Visitors

All visitors must have an appointment. The school security guard will check the ID of all scheduled guests and have them walk through the metal detector at the main entrance. The presence of unauthorized or suspicious persons without a name badge or visitor's pass must be reported immediately to the office. This includes teachers' relatives and/or spouses. Notifying the office of visitors prior to their arrival is required. Please notify the secretaries and administration of any celebrations or recognitions where parents are invited.

Withdrawal of Students

When a student is withdrawn from school, teachers must notify the office of all obligations the student owes. In addition, teachers should keep track of all books returned mid-year so that they are included in the end of the year inventory. Once you have received notification that a student has/ will transfer out, it is your responsibility to notify the office and confirm that all materials have been returned and all outstanding debts (if any) have been paid. This form can be found in the office of the Principal's secretary. If a student transfers out of your class into another teacher's class, please complete the student transfer grade sheet and submit it to the main office.

New Entrant

When receiving a new student, you will be notified by receiving a "New Student Schedule" in your mailbox or via e-mail. Please review the student's cum folder for any important information that may have come in from the previous school.

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Test Scores and Cumulative Records

Test scores (achievement, academic aptitude, etc.) are privileged information, which must not be divulged to unauthorized persons, nor should they be announced to the class. Cumulative records are kept in the nurse's office and should be reviewed at the beginning of the year. **These records are not permitted to be taken out of the office.**

Report Cards

Report cards are published on the Parent Portal, each trimester.

Attendance

1. Homeroom teachers will submit attendance via Oncourse by 9:30am, daily.
2. **Teachers must be extremely careful when taking attendance since students who are marked absent will receive a call home.**
3. If a student brings a note from home indicating that he/she will be signed out of school early, the homeroom teacher should send the note to the office. In addition, the homeroom teacher should make sure that student is prepared with all of his/her belongings during the period in which he/she will be picked up to avoid the students disrupting the homeroom teacher's class.
4. All teachers **MUST** check their email by 10:00 am to verify student attendance and immediately call the office with any discrepancies.

Lunchroom Procedures

Teachers are to escort their students to and from the cafeteria each day. To ensure a swift and orderly exit, teachers are expected to be punctual in escorting their students out of the cafeteria. Each class will have an assigned table.

Display of Pupil Work

Teachers will display work of all pupils. It is expected that the hall and entrance bulletin boards and/or display cases will also be arranged attractively to suit the various themes studied or occurring during the year.

Disruption of Classes

Teachers and students will make every effort to avoid interfering with classes. Parents are not permitted to come to the teachers' rooms or doors to discuss children, etc., during school hours. All conferences should be held during planning periods and before or after school hours. Campus Security Monitors must be informed of scheduled conferences.

Party and Treat Policy

Parties are not encouraged except for the traditional celebrations of Halloween, Winter Holiday, and the end of the year. Student sponsored parties for teachers are not permitted. If a teacher chooses to reward the children with "treats," it is important to remember that food treats are to be avoided. Many children are allergic to candy, peanuts, etc. Rewards can be given in other forms, such as stickers, stars, erasers, etc. These types of rewards are also suggested to parents who wish to provide treats for a child's birthday. **Parents are not permitted to send in any type of food for a child's birthday.**

Reward Activities

If, throughout the year, a student is excluded from a reward activity such as, but not limited to, assemblies, field day, field trips, the teacher must make contact with the parents, providing the reason for exclusion, prior to the event.

Mail

Information will be distributed to teachers either through mail or email. Teachers should check their mailbox upon entering and exiting the building. In addition, they should check their e-mail **by 10:00am** each day to verify the day's attendance. When possible, email will be used to deliver notices, and hard copies will only be furnished by request.

DCP&P (formerly DYFS)

Teachers are reminded that it is their legal responsibility to report suspected incidents of child abuse to DCP&P. Failure to do so may result in legal ramifications. If you have any questions or doubts, do not hesitate to consult with the nurse, the guidance counselor, or the building administrators. However, it is unlawful for an administrator, counselor or nurse to call DCP&P in place of a teacher. It is better to err on the side of safety than to have a problem. DCP&P can be contacted 24 hours a day at 877-652-2873. Please notify an administrator of any calls made to DCP&P the day they are made.

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Telephone calls

Office and classroom telephones should be used for school business only. Phone messages of an **emergent nature** received by the office will be taken and delivered through the main office. Phone calls from parents will be forwarded to a teacher's voicemail. **Teachers are responsible for checking their voice mail at the beginning and end of the day. All staff members are not permitted to use their cell phones during class time except for instructional purposes.**

IV. TEACHER DUTIES

Duty Guidelines and Regulations

The successful operation of any school is dependent upon the entire faculty cooperating and functioning as a team. It is the policy of this district to supervise students at all times and in all places and situations. Adequate supervision of students during instructional and non-instructional times is the responsibility of all teachers and is not confined to the classroom or any given group of students. Infractions of school rules must be dealt with by teachers wherever and whenever observed. It is the responsibility of teachers to insist on complete compliance of students to the policies and procedures of this school.

During the school year, teachers will be assigned student supervisory duties. These assignments are an integral part of a teacher's responsibility and should be approached with the same seriousness and concern as a teaching assignment. A teacher should not be absent from an assigned duty without the approval of an administrator and should arrive on time. To ensure satisfactory performance, staff are required to read the Parent/Student Handbook, Teacher's Handbook and be familiar **with all school guidelines**.

Truman School Lunch / Recess Procedures

Cafeteria Procedures:

- The students are to be seated by class and are to practice good manners. See diagram.
- The students should remain seated during the lunch period.
- Students should raise their hands if they need to get up for any reason. They should hold up their thumb if they need to use the lavatory.
- Students with food allergies should sit at the peanut free table unless a parent sends in a note stating otherwise. Students without allergies must be cleared by the school nurse to sit at this table.
- The students are to be polite and eat in an appropriate manner.
- The students are to speak in a moderate tone with other students near them.
- The students may leave the cafeteria only with permission from a teacher. Make note of the students who leave.
- The students are not to borrow, give and/or loan money to another student.
- The students should not share food with another student.
- If a student breaks a cafeteria rule it must be communicated to the classroom teacher and/or principal.
- Responsive classroom chime or clapping pattern should be used to quiet students to make announcements.
- Teachers should report on time to supervise students in designated areas.
- Regularly circulate around your assigned area. Teachers may NOT sit at tables to supervise or eat during their duty period.
- Inspect tables to see that all trays, dishes, papers, and utensils have been removed.
- Teachers will dismiss students by table at the designated time.
- Check that students leaving the cafeteria do not take food or drink outside.
- Periodically check lavatories if given cafeteria hall assignment. Limit the number of students visiting lavatories to **two** at a time.
- Make note of any student who does not eat his or her lunch and communicate this information to the classroom teacher.
- When students are being dismissed to go outside, one teacher should remain in the cafeteria until all students have been dismissed.
- Teachers and lunch aides on duty must make sure that their drinks are capped or covered.

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- No lunchroom teacher should ever leave to bring in students. They should remain with the majority of the students.
- A calm down area can be used for students for are having difficulty following lunch rules.

Recess Procedures:

- Playworks stations must be utilized during recess.
- All students will line up after exiting the cafeteria. The students will then choose the Playworks station that they want to play at. If choice does not work, the students will spend a period of time where the teacher on duty determines the stations. The stations should rotate daily.
- Students are to play in designated areas and in view of the aides and teachers. They should stay in the station through the whole lunch period unless designated by a teacher.
- Students are not to throw stones, snowballs, or other things.
- Students are not to engage in fighting, name calling, cursing, and/or teasing.
- Recess is mandatory for students in grades K to 6. This is a state law. They can only miss recess if they committed a code of conduct violation. They may only miss two recess periods a week. A lunchtime detention should be reframed in a positive tone. As per Dr. Labbe, children who are not allowed to go out must do something, preferably related to character building and/or social and emotional development rather than sit quietly. Evolutions Labs 360 ISS should be utilized during this time.
- Students who need to use the lavatory or go to the nurse during recess must first ask one of teachers on duty. The teacher will mark off the student on a class list. If the students line up before the student returns, the teacher on recess duty will communicate this information to the classroom teacher.
- Teachers and lunch aides must stand in separate areas during the entire recess, in order to observe the students without distractions. No one should be standing together and talking with each other. Teachers & lunch aides should circulate around the playground.
- Treat other students, aides, and teachers with respect.
- If a student breaks a playground rule it must be communicated to the classroom teacher.
- The students who break playground rules should be sent to a calm down area or participate in a walk with the teacher to discuss better choices.
- Students who break a Code of Conduct rule must be reported to the principal.
- Classroom teachers should report on time to pick up students from recess.
- All playground aides should adhere to strict confidentiality when it comes to the students of Truman School. You may not share any information from the lunchroom or playground with others. No pictures should be taken, no posts on Facebook, please maintain absolute confidentiality.

Bus Supervision

- Teachers assigned bus duty are to follow these rules and regulations:
 1. Be on time at designated area.
 2. Keep students away from the parking area while waiting for the buses.
 3. Maintain order and keep students safely away from the curb.
 4. Wait until the bus comes to a complete stop before attempting to load the school bus.
- Buses shall not leave the school grounds before designated by an administrator and until all students are seated, with seatbelts fastened, and are quiet and orderly.

• Arrival and Dismissal Duty

- These duties include supervision of students entering and leaving the school and boarding of buses. Students are expected to enter and leave the school in a quiet and orderly manner. Teachers are to arrive at their assigned areas by 8:50 am and immediately after homeroom for dismissal. Teachers are expected to be aware of and follow the schedule at all times.

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V. DISCIPLINE GUIDELINES

Definitions of Disruptive and Disaffected students

DISRUPTIVE STUDENTS

The state defines a disruptive student as one who has difficulty establishing good relationships with peers and adult authority figures and exhibits a pattern of behavior which hinders academic success for other pupils as well as him/her. Disruptive students exhibiting such behaviors as hostility, cruelty and/or defiance should be referred to administration using the discipline referral form. Both disciplinary procedures (the TES discipline policy and **district policy #525, Student Discipline**) and a variety of school resources may be used to address the problem(s) and develop strategies for changing behavior. Staff members may initiate a referral by contacting a grade level administrator or the guidance counselor. A plan to change inappropriate behavior may include a parent conference, counseling, classroom management strategies, program adjustments, and positive reinforcement.

DISAFFECTED STUDENTS

Disaffected students are those who are not interested in school and seem to have few incentives for academic and/or social success. School staff members may identify them by such indicators as poor self-image, frequent absenteeism/tardiness, poor/failing grades below the student's ability, frequent incomplete or missing assignments, and a general lack of motivation. As per the district policy regarding disaffected students and our drop-out prevention plan, staff should refer students to their guidance counselor. The counselor initiates a conference with the student. The counselor, staff member(s) and any other appropriate resources (such as a parent, child study team representative, or administrator) meet to define the causes of the problem and agree on actions, which might increase the student's motivation and success rate. Strategies may include counseling (individual and small group), program adjustments, and positive reinforcement or work outside agencies.

Elementary Guidance and Counseling Plan

At Truman Elementary School, the guidance-counseling program is designed to facilitate and foster a rapport between students, teachers, administration and parents with the goal of student success both academically, socially, and emotionally. This is accomplished through regular conferences with parents, teachers, administrators and students, as well as with individual and small group counseling sessions and proactive classroom lessons with regard to academic, social and career awareness. The program employs requirements based on the National Standards for School Counseling.

Our counselor has an open door policy for students with permission from their teacher. Students may also take advantage of "Lunchtime Programs" which will be offered throughout the year by the counselor. Upon request of the student, the counselor will send home a permission slip to the parents/guardians explaining the school counseling program and will set up times to conduct the sessions with the input of the teachers involved to maximize the learning process.

Teachers will have available to them a student referral form to fill out for each student they feel may benefit from small group or individual counseling. This form will be distributed to each teacher at the beginning of the school year and will always be housed in the guidance office for your future convenience. Upon evaluation by the counselor, if continued intervention is deemed necessary, a permission slip will be sent home to the parent/guardian for approval.

As always, if a problem with a student arises unexpectedly, the counselor will make every effort to be available and assist you and the student in any way that she can.

HARRASSMENT, INTIMIDATION, BULLYING INSTRUCTIONS

**TIMELINE FOR INVESTIGATION OF REPORTS OF
HARASSMENT, INTIMIDATION AND BULLING (HIB)**

Based on 2011 Anti-Bill of Rights Act

School day 1. HIB occurs and/or employee learns of HIB.

Verbal report to be made to principal.

Principal must inform parents/guardians “of all students involved”

By school day 2. Principal must initiate investigation by Anti-Bulling Specialist within one school day of report; may appoint others to assist.

By school day 3. Written report to principal to be made within 2 days of when employee witnessed or received reliable information that a student experienced HIB.

By school day 11. Investigation complete (by 10 school days from written report).

By school day 13. Result of investigation must be given to superintendent within 2 school days of completing investigation. Superintendent may decide to take action (e.g., intervention services, training, discipline, counseling, etc.).

Report to board. Superintendent must report to board of education at **next board meeting following** completion of investigation.

Report to parent/guardian. District must provide “information about the investigation” to parents/guardians of “student who are parties to the investigation” about investigation and findings **within 5 school days** after investigation results given to board. Information to include: nature of investigation, whether evidence of HIB was found, whether discipline imposed or services provided to address the HIB.

Board hearing. Parent may request confidential hearing before board of education, which must occur within **10 calendar days** of request.

Board decision. Board must issue decision, in writing, to affirm, reject or modify superintendent’s decision, at next board meeting following receipt of report. Board’s decision may be appealed to Commissioner of Education within **90 calendar days**.

Civil Rights complaint. Parent may file a complaint with the NJ Division on Civil Rights within **180 calendar days** of incident, or in state or federal court.

ECS investigation. Executive county superintendent shall investigate a complaint of a violation by a school district when the complaint is not adequately addressed on the local level.

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VI. STUDENT REGULATIONS

Student Arrival

1st, 2nd, & 3rd grade students will enter the building and will immediately report to their homeroom. Kindergarten students will report to the gym and then their classrooms when ready for that transition. No student will be allowed to enter the building prior to 8:50 am. Students may not use the bathroom en route to homeroom. Students must ask their homeroom teacher for permission to use the bathroom prior to 9:05.

Homeroom teachers will supervise their students in their classrooms at 8:50 am and will be ready to begin the day at 9:05 am. Teachers should leave duty information for their substitute if they are going to be absent. If there is no substitute please reach out to a colleague to cover your duty.

Student Dismissal

Buses and walkers will be called over the PA system. Kindergarten and first grade walkers will exit out of the front door. Second and third grade walkers will exit out of the D wing door. The students should be instructed to walk in a quiet and orderly fashion in the hallways. Homeroom teachers should stand in doorways in order to supervise students in the hallways. Teachers should leave duty information for their substitute if they are going to be absent. If there is no substitute please reach out to a colleague to cover your duty.

Transportation Safety

Teachers should familiarize themselves and their students with the following rules for bus safety:

1. Follow directions of the driver.
2. Stay in your seat, facing forward, with your seatbelt tightened securely around your waist.
3. Keep all parts of your body and all objects in the bus.
4. No pushing, shoving, or fighting at any time.
5. No eating, drinking, or spitting.

Students who are disruptive and who violate bus safety rules will be subject to the school's regular disciplinary policy. Additionally, they may also lose bus transportation privileges. Students are permitted to ride **only their** assigned bus to and from school. Teachers should remind students of this policy. If a student submits a note to a teacher indicating otherwise, the teacher should have the student call home and explain the school policy. Please review "School Bus Safety" found in the District's **OUR SCHOOLS** Information Guide.

In cases of severe misconduct, any of the above consequences may be omitted and the offending student will be excluded from the school bus until appropriate disciplinary action is taken. The child's parent/guardian shall provide transportation to and from the school during any period of exclusion.

Information regarding the transportation of students may be obtained by calling the Transportation Coordinator at 732-316-4044

Daily Opening Exercises and Announcements

In accordance with Board of Education policy 808, each student shall be required to salute the flag and recite the Pledge of Allegiance during each day's opening exercises. If a student has conscientious objections which interfere with full participation in the flag salute or Pledge of Allegiance, said student shall maintain a respectful attitude throughout the ceremony. He or she does not have to stand.

Parents of students refusing to salute the flag shall be informed by the building principal that the parent or guardian is required to furnish the school administration with a written statement of their child's conscientious objection.

Opening exercises will be recited over the loudspeaker by administration or selected students. Any person not in front of a flag when the opening exercises begin **should stand in place** wherever they are until the Pledge of Allegiance has concluded.

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VII. DISTRICT POLICIES

Administration of Medication

The Board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil, or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours.

For purposes of this policy, “medication” shall include all medicines prescribed by a physician for that particular pupil, including emergency medication in the event of bee stings, etc., and all non-prescription “over the counter” medication.

Before any medication may be administered to or by any pupil during school hours, the Board shall give permission for such administration and relieve the Board and its employees of liability for administration of medication. In addition, the Board requires the written order of the prescribing physician which shall include:

- The purpose of the medication
- The dosage
- The time at which or the special circumstances under which medication shall be administered
- The length of time for which medication is prescribed
- The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

The district medical inspector shall develop procedures for the administration of medication which provide that:

- All medication, whether prescribed or over the counter, shall be administered by the school nurse, the parent/guardian or the pupil himself/herself where the parent/guardian so permits, and the school nurse is present
- Medications shall be securely stored and kept in the original labeled container
- The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration
- All medications shall be brought to school by the parent/guardian or adult pupil and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier
- A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses. “Life-threatening illness” has been defined as an illness or condition that requires an immediate response to specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of and adrenalin injection to treat a potential anaphylactic reaction.

Pupil Self-Administration of Medication

The Board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils in grade 1 through 12 both on school premises during regular school hours and off-site or after regular school hours when a pupil is participating in field trips or extracurricular activities. Parents/guardians of the pupil must meet the following conditions:

- Provide the Board with written authorization for the pupil’s self- administration of medication

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- Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness and is capable of and has been instructed in the proper method of self-administration of medication
- Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the pupil.

The Board shall:

- Inform the pupil and his/her parents/guardians that permission effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above;
- Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication
- Maintain the right to revoke a pupil's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The Chief School Administrator shall confer with the school physician and school nurse prior to recommending termination of a pupil's permission to self-medicate and shall also consult with the pupil, the pupil's parents/guardians and the pupil's physician.

Emergency Administration of Epinephrine

The Board shall permit the school nurse or medical inspector to administer epinephrine via a pre-filled single dose auto injector mechanism in emergency situations. In their absence, a designee or designees who are employees of the Board may do so.

The designee must be properly trained by the school nurse in the administration of the pre-filled single dose auto injector mechanism containing epinephrine using the standardized training protocol designated by the State Department of Education. Each designee shall receive individual training for each pupil for whom he/she is designated.

The Board shall inform the pupil's parents/guardians in writing that if the specified procedures are followed, the district, its employees and agents shall have no liability as a result of any injury arising from the administration of the epinephrine to the pupil.

Parents/guardians shall provide the Board with the following:

- Written orders from the physician that the pupil requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication
- Written permission for the administration of medication of epinephrine via a pre-filled single dose auto injector mechanism
- A signed statement acknowledging their understanding that if the specific procedures are followed, the district shall have no liability as a result of any injury arising from the administration of the epinephrine by the school nurse or designee(s) to the pupil and that the district, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the epinephrine to the pupil.

Permission for the administration of epinephrine via a pre-filled single dose auto injector mechanism shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

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Asthma Policy

According to N.J.A.C. 6A:16-2.3 each school in the district shall have and maintain for the use of pupils at least one nebulizer in the office of the school nurse or a similar location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with State Department of Education regulations. Every pupil that is authorized to use asthma medication or a nebulizer must have an asthma treatment plan prepared by the pupil's physician which shall identify, at a minimum, asthma triggers, the treatment plan and other such elements as required by the Department of Education.

Date Adopted: 9/5/79 Date Revised: 7/21/92, 6/21/94, 6/15/99, 10/15/02 Policy No. 346 and 419

Employee Dress Code

This dress code is adopted pursuant to the general rulemaking authority of the Board found in N.J.S.A. 18A:11-1 and N.J.S.A. 18A:27-4. Responsibility for acceptable dress will rest primarily with the employee as a professional. Employees of the Sayreville School District shall be neatly attired and groomed while discharging their responsibilities to the District.

VI. Grooming and attire shall meet the following criteria during school hours:

- a. Females shall wear skirts, split skirts or slacks, with blouses or sweaters, dresses, or slack suits.
- b. Males shall wear slacks with dress shirts, similarly tailored sports shirts or golf shirts. All shirts worn by male teachers must have a collar except for turtlenecks, which are permitted. Sweaters are permitted. Suits or sport jackets with ties are strongly encouraged, but not required.

VI. Grooming and attire not acceptable during school hours:

- a. Torn or dirty clothing
- b. See-through blouses, haltertops or midriff/crop tops
- c. Excessively short or tight fitting clothing
- d. Dungarees or jeans made of denim (corduroy is permitted)
- e. T-shirts
- f. Any dress, jewelry or grooming which would attract undue attention, create disruption, or is unsanitary or dangerous
- g. Beach-wear (plastic thongs, beach jackets, swimwear, etc.)
- h. Shorts
- i. Hats in the building. "Hats" shall not include headwear of religious significance such as yarmulkes.
- j. Sneakers, tennis shoes, warm-up suits, sweat suits or "parachute pants" unless worn during physical education or special activities.

VI. Special Rules

- a. Severe Weather Conditions: Dress standards may be modified by the principal to permit more casual attire on days of delayed opening due to inclement weather. This modification recognizes that staff members may have to shovel snow, etc. in order to arrive at work in a timely manner. Standards may also be modified in times of excessive heat.
- b. "Dress Down Days": As scheduled and approved by the school principal in keeping with a theme day or activity program. More casual attire may be worn by staff members in keeping with the school program. However, such clothing must be linked to the school activity. For example, high school "Bomber" T-shirts are acceptable on a school spirit day, but T-shirts unrelated to the school are not.
- c. Physical Education: Physical education teachers may wear clothing appropriate to their subject area. This includes athletic jackets, T-shirts, striped pants or slacks, shorts, culottes, jogging suits, warm-ups, and appropriate footwear. This exception does not apply when teachers are in a classroom setting for health education.
- d. Technology/Vocational Education: Teachers may wear smocks, shop aprons, overalls, or other protective attire if appropriate for the subject area. Safety equipment such as glasses, goggles, protective leather sleeves or chaps, or hard hats shall be worn as required by other regulations, statute, or policy.

Truman Elementary School Handbook

- e. Other Classes: Other protective clothing such as smocks, lab coats and aprons may be worn, as needed, by teachers in laboratory science or art. Teachers in pre-k to grade 2 may wear jeans with sneakers when required for a specific activity however; they are not to be worn on a daily basis. Eye protection shall be worn as otherwise required.

IV. Prior Approval

If any employee is uncertain as to the appropriateness of a garment, a brief written description of the clothing he or she desires to wear should be submitted to the Principal. The Principal shall respond in writing to the employee within three days if the answer is in the negative.

V. Enforcement

A faculty member violating the dress code will be issued a warning by the building principal. The second offense will result in a letter from the building principal, a copy of which will be placed in the employee's personnel file. Upon the third reprimand, the Superintendent of Schools may recommend appropriate disciplinary measures to the Board. Such disciplinary measures may include salary increment withholding, charges of insubordination, or other sanctions allowed by law.

VI. Severability

The provisions of this dress code shall be deemed to be severable. If any section is found to be unreasonable or void by a forum of competent jurisdiction, only that section shall be deemed deleted.

Link for District Code of Conduct

http://www.sayrevillek12.net/UserFiles/Servers/Server_233762/File/BOE/Policies/CODE%20OF%20STUDENT%20CONDUCT.pdf

Link for District Policies

http://www.sayrevillek12.net/UserFiles/Servers/Server_233762/File/BOE/Policies/Bylaws and Policies of the Sayreville Board of Education.pdf

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Parent Communication Log

[illegible]

TYPE: **P**=Phone **E**=Email **L**=Letter **M**=Meeting

Truman Elementary School Handbook

Sayreville Public Schools
Educating Today's Learners to Be Tomorrow's Leaders
Harry S. Truman Elementary School
Parlin, New Jersey

Ms. Amy Stueber, Principal

Date_____

The following Harry S. Truman Elementary School book has been lost. Please send in the payment listed below for replacement. Thank you.

Student Name: _____

Teacher Name: _____

Book Title: _____

Due Date: _____

Total Price of lost item: _____

Paid by: _____

Received by: _____

Truman Elementary School Handbook

Sayreville Public Schools
Educating Today's Learners to Be Tomorrow's Leaders
Harry S. Truman Elementary School
Parlin, New Jersey

Ms. Amy Stueber, Principal

Date _____

The following Harry S. Truman Elementary School book has been damaged. Please send in the payment listed below for replacement. Thank you.

Student Name: _____

Teacher Name: _____

Book Title: _____

Due Date: _____

Total Price of damaged item: _____

Paid by: _____

Received by: _____

SECURITY NOTIFICATION FORM:

Date of Expected Visit:

Time of Expected Visit:

Name of Visitor(s):

Name of student:

TES Staff Member(s) who should be contacted when visitor arrives:

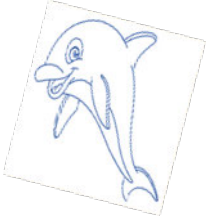
Ext:

Ext:

Ext:

Signed by: _____

Date: _____



Harry S. Truman Elementary School

PICK UP NOTICE

In an effort to streamline dismissal, we will now **only use this form** for student pick up. Additional forms are available in the main office and on the Truman website. This note must be **sent in on the day your child is to be picked up**. Each child will need a separate form.

PLEASE NOTE: WITHOUT A NOTE, PARENT PHONE CALLS FOR STUDENT DISMISSAL WILL BE HONORED ONLY FOR EMERGENCIES.

My child is being picked up today at (Time):
Date:

Child's Name (Print):
Grade:
Teacher Name (Print):

Student will be picked up by:

___ Parent or Guardian

___ Other (Print Name): _____
(ID is required by all when entering the building)

Parent Name (Print): _____

Signature: _____