

# **ESTELL MANOR PUBLIC SCHOOL**

## **Student/Parent Handbook** **2020-2021**



*School Logo Designed by:*

*Gianna Palermo, EMS Graduate*

Estell Manor Public School

128 Cape May Avenue

Estell Manor, NJ 08319

Phone: 609-476-2267

Fax: 609-476-4205

[www.estellmanorschool.com](http://www.estellmanorschool.com)

# **ESTELL MANOR SCHOOL** **MISSION STATEMENT**

*A New Jersey Department of Education designated “High Achieving District”*

**The Estell Manor School District, in partnership with our community, exists to provide our students with an innovative, nurturing, safe, and effective educational environment in which educators devote serious and sustained effort to develop initiative, excellence, and emotional and physical well-being essential for children to appreciate diversity, behave ethically, and succeed as life-long learners in a changing world.**

## **ROLE OF PARENTS/GUARDIANS**

**The Board recognizes the vital role of parents/guardians in the welfare and education of their children and the critical influence they impart in shaping enduring character and values. Because parents/guardians are most familiar with the needs and strengths of their children, staff members continuously seek to involve parents/guardians as much as possible in planning for individualized student success. The administration encourages active parental involvement and welcomes approved volunteers. The district recognizes the significant and positive impact parents/guardians have in highly successful schools such as ours. Parents/guardians must, by law, be included in the development of certain educational programs for their children. When possible, parents/guardians are encouraged to keep the school district informed of factors in home and familial situations that may affect pupil conduct or performance. Parents/guardians are *required* to inform the school of any legal custodial situations. All visitors are reminded to provide proper identification when signing into the building and when escorting student’s home for parent pick-up. Appointments are required for teacher, nurse, and/or administrative conferences. Finally, parents/guardians are responsible for their children’s punctuality, attendance, cleanliness, and propriety of dress in conformance with school district policies and state code.**

**Estell Manor Public School  
128 Cape May Avenue  
Estell Manor, NJ 08319**

**Telephone: (609)-476-2267  
(Main Office ext.: 1 - Board of Education ext.: 2)  
Fax: (609)-476-4205  
www.estellmanorschool.com  
Hours: 8:00 A.M.-4:00 P.M.**

	<u>Extension #</u>
Main Office.....	1
Board of Education.....	2
School Nurse.....	3
Child Study Team Office.....	4
Kitchen.....	5
Buildings & Grounds Supervisor.....	6

**BOARD OF EDUCATION MEMBERS**

Brianne Seelman, President  
Katherine Mimler, Vice President  
Sarah Ferrari  
Alicia Gray  
Shelly Sack

Dianna Abraham, Superintendent/Principal  
Joseph Rodio, Business Administrator/Board Secretary  
Joelle Tenaglia, Supervisor of CST/504 Team

**Annual Schedule of Regular Board Meetings**

***All meetings are held at Estell Manor School at 7:00 pm on the  
4<sup>th</sup> Wednesday of the month unless indicated***

September 23, 2020  
October 28, 2020  
November 18, 2020 (3<sup>rd</sup> Wednesday)  
December 16, 2020 (3<sup>rd</sup> Wednesday)  
January 4, 2021 (Reorganization)  
*Please check Web site for updates*

**ESTELL MANOR HOME & SCHOOL ASSOCIATION**

Theresa Gellura/ HSA..... President  
Brianne Seelman .....Vice President  
Kathy Mimler.....Recording Secretary  
Michele Buchanan.....Treasurer  
Sommer Roxas..... Corresponding Secretary

## **WHAT TO DO IF....**

**You have a question about instruction or wish to confer with a teacher-** Call the school between the hours of 8:30 AM and 3:30 PM to arrange a meeting with your children's teachers.

### **You have an instructional and/or classroom concern or question-**

Many times what we hear and what is are totally different, whether the information comes from a child or an adult. Teachers are your first contact. They are the adults who are present with your children most of the time during school hours. If you need further assistance after speaking with your children's teachers, please contact the administration. For special needs issues, the Child Study Team is a primary resource.

### **A student becomes ill at school -**

Students who become ill during school hours are sent to the nurse's office. If it becomes necessary to send children home, you will be notified as to where you can pick them up.

**A pupil is absent** - Parents should call the school office to report their children's absences. It is important to note that this contact does not automatically designate an absence as "excused."

**You want homework assignments** - Call the school between the hours of 8:30-9:30 AM to make your request. Homework may be picked up after 3:00 PM in the office.

**You are going on a family vacation** - Contact your children's teachers, at least one week in advance, to make arrangements for your children to make up missed homework/school work.

**You want a message delivered** - **Only emergency messages** may be delivered to students. In case of an emergency, give the message to office personnel and the student will be notified. **Due to high office activity from 3:00-3:30 PM, it is requested that only extreme emergencies be called in at that time.** Parents are requested to refrain from texting/calling students directly during school hours as cell phone use is not permitted and this presents a conflict for our children.

**A lunch is left at home** - Deliver forgotten lunches to the vestibule outside the school office. Students will be notified and are responsible for coming to the office to claim the lunches.

**Something is lost** - Found items are kept in the lost and found with Ms. Heath (Building & Grounds Supervisor). Valuable items such as money, jewelry, eyeglasses, etc., are kept in the Main Office. Please check the lost and found regularly.

**There is a change of address, telephone number, or email address-** Advise the school office immediately of **any** changes including cell phone numbers, emergency contact number, and/or email addresses.

**You plan to move** - Contact the office. A transfer card will be sent to the school district to which you are moving. The new school will request your children's records.

## **EMERGENCY SCHOOL CLOSING**

If adverse weather conditions cause a delayed opening, interruption or cancellation of school, word of the closing will be given to the following TV/Radio stations for announcement:

TV: NBC-10, CBS-3, ABC-6, school website: [www.estellmanorschool.com](http://www.estellmanorschool.com)  
School closing announcements start as early as 6:00 AM and are frequently repeated. **Emergency closings will also be sent through Ed-Connect phone calls.** It is the parents' responsibility to update home and cell phone numbers and email addresses as necessary. If, in the opinion of a parent/guardian, weather conditions are adverse and there has been no emergency closing announcement, parents/guardians should use their own judgment as to the advisability of sending their children to school. Should the potential for early dismissal exist due to deteriorating conditions, parents should tune into the above listed stations throughout the day. **Please do not call the school. It is important that the school lines not be tied up.** It is important to discuss a contingency plan with your child in the event school closes early and we are unable to contact you or your designee.

## **DISTRIBUTION OF MATERIALS ON SCHOOL GROUNDS**

All materials must comply with School Board Policy 1140. All materials *must* have administrative approval prior to distribution.

## **THE SCHOOL DAY**

**Attendance** in school is important for continuity of the student education. **Regular school day sessions** begin at 9:10 AM and end at 3:30 PM for full day sessions. Students *should not arrive at school before 8:50 AM.* There is no supervision on the playground before this time.

**Single day/early dismissal sessions** begin at 9:05 AM and end at 1:30 PM. (Late students must be signed in by a parent/guardian in the main office no later than 11:30 for the student to be counted as present for the day.)

A student who is picked up early by a parent/guardian must be in school until 1:10 for the student to be counted as present for the day.

## **SCHOOL BREAKFAST/LUNCH PROGRAM**

Lunches are scheduled at 12:00 and 12:40. Breakfast is available for all students. A **breakfast** program will be available every morning. A hot lunch program is available to students in grades K-8. Students who prefer to do so may bring a *nutritious* lunch from home. Milk may be purchased separately. Pre-paid lunch account information is available on the school website, under payment portal.

<b>Late Breakfast</b>	<b>\$ 1.50</b>
<b>Lunch</b>	<b>\$ 3.25</b>
<b>Milk Only</b>	<b>.60</b>

Please note that “**charging**” is **not permitted**, although if children should miss or lose their lunches, alternate meals will be arranged and **payment must be made the next day**. **Please note: outstanding cafeteria debt may result in a “hold” for report cards**. Parents/guardians who may qualify for free/reduced meals for their children are highly encouraged to apply.

### **FREE AND REDUCED PRICE MEALS**

The school will provide eligible children with a lunch/breakfast at no charge or at reduced price upon receipt of an application. Student eligibility will be determined by the criteria issued by the State of New Jersey. Eligibility requirements and application for free and reduced price meals will be distributed during the first week of school. ***New enrollees may pick up an application at any time.*** Should income change during the year, a new application may be completed. ***These applications are confidential.*** All applications should be returned to the school.

### **FIELD TRIPS**

Field trips play an integral part in children’s educational development and provide valuable learning experiences. Our students represent our school on field trips and should be cooperative, courteous, and reserved. Students are expected to follow the instructions of the chaperones and adhere to school rules at all times. A permission slip signed by a parent/guardian must be on file in the office for every child attending any school function off school grounds. Parents/guardians are encouraged to dress their children accordingly and plan for potential weather events.

### **SCHOOL DISMISSAL MANAGER**

School Dismissal Manager is an on-line dismissal management system. It is dependable easy-to-use, and can be updates by parents/guardians from their smart phones, tablets and PCs. Parents and guardian must provide a valid email address that they check and or use on a regular basis.

### **STUDENTS RIDING SCHOOL BUSES**

Estell Manor School busing is a privilege granted by the Board of Education. Students may be suspended from the bus for misbehavior in which case transportation ***must then be provided by the parent/guardian.*** In such cases, students are still expected to attend school. Students who are reported for misconduct by the bus drivers will be disciplined. The number of days of bus suspension will be appropriate for the severity and/or repetition of violations. All school rules are in effect from the time children leave their homes until they return from school as per state law. This includes the bus stop and the bus ride.

In addition, the following procedures must be obeyed:

- Arrive at the designated stop 10 minutes early.
- Students are only to ride the bus assigned to them.

- Wear the seatbelt at all times.
- Conduct oneself in a safe manner while waiting;
- Wait for the bus to come to a complete stop before getting on/off in an orderly fashion;
- Follow the directions of the bus driver;
- Stay in assigned seat (no switching of seats) and keep seated until it is time to be discharged from the bus;
- Wait for the bus to come to a complete stop before disembarking in an orderly fashion;
- Do Not throw any object on the bus or at the bus stop;
- Do Not hold any object out of the windows of the bus;
- Keep hands and head inside the bus at all times;
- Keep feet on the floor and out of the aisles (place nothing in aisles)
- Do not eat or chew gum while riding on the bus;
- No singing or loud talking so as not to cause confusion and divert the driver's attention;
- No "playing" or "fooling around" (no pushing, hitting, shouting or screaming);
- No tampering with the bus or any equipment. Any damage done must be paid for by the offender;
- Cross in front of the stopped bus at the signal of the bus driver;
- In case of emergency, students are to remain in the bus unless directed otherwise;
- Stay out of the street while waiting for the bus as well as when walking home.

Bus drivers are responsible for formal disciplinary referrals. Violators will be subject to removal from the bus, suspension, loss of recess, or other disciplinary sanctions.

By Board of Education Policy, *children are not permitted to ride any bus other than which they are assigned.* Some of our buses are at capacity and additional riders would cause overcrowding. Any special arrangement regarding student transportation or destination **must be made IN WRITING** prior to the change in routine. Any changes must be approved by the administration. For example, if children must be picked up at school by someone other than their parents/guardians, this must be communicated **in writing** to the office. Parents must include a telephone number where they can be reached to verify or clarify any concerns that may arise. **IF VERIFICATION IS NOT MADE, THE STUDENT WILL GO HOME AS USUAL. No instructions may be left over the telephone.** Please note: all individuals responsible for student pick up must be prepared to show proper identification. **Students in grades K-5 will be returned to the school should no parent/guardian be available to receive them.** In such cases, children will be placed in the office while attempts are made to locate the parent/guardian.

### **SCHOOL DRIVEWAY SAFETY**

Absolutely no vehicles are to pass buses in the school driveway during drop-off and pick-up. Children may be boarding or disembarking from the buses at these times. The speed limit on school grounds is 10 M.P.H. at all times. Parents/guardians who are picking up children must wait to leave the lot after the buses leave. **NO ONE IS PERMITTED TO PARK ON THE SCHOOL GRASS.** Parent/guardian pick-up must occur at the designated area only. ***Please note: Parking on the grass may result in contact with the police as it presents hazardous conditions for our students and damages the school grounds.***

## WALKING/RIDING BIKES TO AND FROM SCHOOL

Students who have permission to ride bicycles will place them in the bike racks provided by the district. Students should secure and lock their bicycles. The Estell Manor School District **WILL NOT** be responsible for bicycles that are damaged, lost or stolen either during or after school hours. Bicycles, skateboards, scooter, rollerblades, roller skates, sneaker skates, etc. are not permitted in the school building.

Students in fifth through eighth grades who wish to walk/ride bikes to and from school MUST HAVE A WRITTEN PERMISSION SLIP signed by their parent/guardian. This must be on file in the school office. Students are not permitted to drive motorized bikes to school. Walkers and riders will be dismissed with the first buses and are required to leave the school grounds immediately unless special permission has been granted for participation in an after school activity. **Since there is no supervision, students should not arrive at school prior to 8:50 AM and they must leave at the appropriate time.** Students riding bikes to school **MUST WEAR A HELMET** as per state law. Should these rules be disregarded, students may lose their walking/riding privilege.

## SCHOOL VISITORS

Thank you for your continued cooperation in observing school procedures when visiting Estell Manor School. In order to maintain a safe and orderly school environment, visitors are required to enter the building at the main entrance.

Persons who desire to visit a classroom **MUST** seek permission from a school administrator in advance of any potential visit. **ALL** visitors **MUST** register at the office when they enter the building and sign out when they leave the building. Visitors not accompanied by school staff are required to wear an identification pass while in the building. Proper identification is required.

## STUDENT RECORDS

In accordance with the requirements set forth in the New Jersey Administrative Code entitled "Pupil Records," local school districts are to notify parents annually of their rights in regard to pupil records. The local school district may not compile any other records except mandated and permitted records. Mandated Pupil Records are those pupil records that the school has been directed to compile by New Jersey statute, regulation, or authorized administrative directive.

### Family Educational Rights and Privacy Act (FERPA)

Parents of students in attendance have the following rights under FERPA which include:

- Right to inspect and review education records
- Right to request amendment of education records
- Right to consent to disclosures, with certain exceptions
- Right to file a complaint with U.S. Department of Education



The district forwards educational/disciplinary records to other school district to which the pupil seeks or intends to enroll. If a parent wishes to transfer his/her child to another school, a transfer card is sent directly to the new school. Parents/guardians who would like to examine their children's student record files may arrange to do so by making an appointment with the school administration.

### **STUDENT SAFETY/VIDEO SURVILLANCE**

To help insure student safety, video camera and monitors have been installed in the school. All activates of building occupants will be monitored on film by this surveillance system, which will be routinely supervised by security and administrative personnel.

This video may also be used as corroborative evidence in protecting illegal actives conducted in the school or on school grounds. These recordings are not subjected to parental inspection.

### **PARENT DROP-OFF AND PICK-UP**

Under the School Dismissal app, you must have your student(s) assigned to parent pick-up. Changes made after 2:45 will require the parent to pick the child up in the main office at dismissal, after buses leave the school. If a parent/guardian is late for pick-up, students will report to Wildcats' Den. A fee may apply.

Kindly, line up your vehicle in the back of the building at the stop sign prior to dismissal. Parents/Guardians **MUST HAVE THEIR YELLOW CARD ON THE DASHBOARD** of their vehicle. Any vehicle without the card will be required to drive around to the main office to pick up their child. (You must have ID).

If you need a yellow card, please contact the main office 24 hours prior to using parent-pick and a card will be sent home with your child.

Please note that if you are picking –up someone other than your child from parent pick-up, they must have your name and the child's name listed under the School Dismissal's app for that day.

## **DRESS AND GROOMING**

All students are expected to attend school well-groomed and dressed appropriately. Concern for safety and a positive educational experience is the basis for this policy.

### **Unacceptable Attire:**

- Attire with cut-outs, see-through garments, or pants with see through rips or tears above “fingertip length”.
- Short-shorts and shirts that show midriff.
- Strapless shirts.
- Tank tops that have less than two finger span at shoulder or that are too close-fitting.
- Shorts and skirts should be fingertip length.
- Skirts or tights made of Lycra/Spandex (or similar fabric) unless worn with a loose fitting top.
- Emblems and logos that are vulgar, distasteful or imply double meanings, send hate messages, advocate violence, describe or allude to sexual conduct, or advertise alcohol, tobacco, and/or illegal substances.
- Hats and sunglasses in the school building (except for medical reasons).
- Shoes or sandals without closed strap or heels (flip-flops).
- Any attire deemed by the administration that would otherwise create a distraction to the educational process.

Grooming aides, such as brushes, combs, nail polish, deodorant, and make-up are not to be used in the classroom or lunchroom.

**RULE OF THUMB-WHEN IN DOUBT, BRING SOMETHING ELSE TO WEAR JUST IN CASE. Enforcement:** Teachers have the responsibility of enforcing these regulations in the interest of safety and to promote a positive educational experience. Students not meeting dress standards will be referred to the administration where adjustments can be made through parental contact or through alternative clothing on hand (when available).

## **HONOR ROLL ELIGIBILITY** **GRADES 5-8**

HIGHEST HONORS  
HONORS

Students who receive all A's  
Students who receive all A's & B's

### ***HONOR SOCIETY CRITERIA***

The National Junior Honor Society is an organization that recognizes outstanding scholarship, character, leadership, service, and citizenship. Members have a responsibility to continue demonstrating these qualities and may do so through a variety of projects, fundraisers, and school/community service.

Eligibility in the National Honor Society is based on academic criteria recommended by the National Council of the National Junior Honor Society. However, eligibility does not guarantee selection as a member. For those who are eligible and are interested in seeking membership, an interest meeting will be held at the beginning of the school year with dates and deadlines for application discussed. Each applicant must

complete 10 hours of signed off community service as well as the Student Resume Form and an essay completed and returned to the adviser. Upon receipt, a faculty council will review the candidacy based on the resume form, teacher and administrative input, and available records. A faculty council vote will then be taken, and candidates receiving a majority vote will be inducted into the Chapter. The decision of the council is final and confidential, as are materials used by the council in its decision.

### **STANDARDS FOR PROMOTION**

Standards for pupil promotion shall be related to district goals and objectives and to the accomplishments of pupils. A pupil in the elementary grades will be promoted to the next succeeding grade level when he/she:

- Has completed the course requirements at the presently assigned grade
- Has achieved the instructional objectives established for the present grade
- Has demonstrated the proficiencies required for movement into the educational program of the next grade and
- Has demonstrated the degree of social and emotional maturation necessary for a successful learning experience in the next grade level.

Any general education student who fails to receive an end of the year subject grade of 70% or better will not be promoted pending required makeup work. Make-up work will be completed during a summer class, at a cost determined by the district to be paid by the parent/guardian.

### **REPORTING STUDENT PROGRESS**

The educational welfare of children is best served when there is complete understanding and cooperation between the home and school. Parent-Teacher conferences are scheduled twice during the year, in the fall and again in the spring. The dates of scheduled Parent-Teacher Conferences are listed in the school calendar. In addition, a mid-marking period interim report is sent home to parent/guardians for all students. Parents are urged to utilize Parent/Teacher Conferences to establish an active two-way communication that will assist in the progress of the child according to his/her own individual growth pattern. Parents may make appointments to see teachers at any time during the year. A conference appointment can be made by contacting the teacher. The best time to reach a staff member is between 8:30-9:00 A.M. *Parents/guardians are not permitted to "drop in" on teachers without appointments.* **Please note: Grade updates are available through the OnCourse student database system.**

### **STUDENT ABSENCES**

In the event of a child's absence, a call should be made to the school office between 8:00 A.M. and 9:30 A.M. Parents/guardians are also required to provide advanced written notice to the school office if a student is to be late or leave early for medical appointments. **It is important to note that this contact does not automatically designate an absence as "excused."**

- The school staff will call the homes of absent students when parents have not notified the school office of the absence.

- After **FIVE UNEXCUSED** absences, a letter of concern will be sent by administration. Subsequent unexcused absences will result in additional warnings/notifications.
- **UNEXCUSED** absences may require a parent conference prior to readmission of the student to school. The state of New Jersey requires the administration to report to the court system in cases of excessive unexcused absenteeism.
- Pupils are provided an opportunity to complete assignments missed because of an absence. However, it would be unwise to believe that one can make up the learning activity of an entire school day/class period. Pupils will be given the same number of days as the absence to make up missed work. If occurring at the end of the marking period, the pupil will receive an “incomplete” for the marking period. If work is missing during the final marking period of the school year, the grade will be left to the discretion of the teacher.
- The administration may waive these procedures based on discretionary information.
- Even if absences have been “excused” letters will be sent home regarding any area of concern, if there are instances where parents/guardians are permitting excessive absenteeism or late arrivals, or when the number of cumulative absences is high. A total of **18** absences per year is considered to be excessive.

**Please remember: YOUR CHILDREN HAVE A FULL WORKDAY AT SCHOOL FROM 1ST PERIOD THROUGH 9<sup>TH</sup>. PLEASE MAKE EVERY EFFORT TO ALLOW YOUR CHILDREN TO STAY THE ENTIRE TIME.** If students must arrive late or leave early, parents/guardians should write a note informing teachers of this. **This will allow the teacher to plan the best exit strategy without disruption from a call from the office.** Of course, emergencies are always the exception and will be handled accordingly.

### **BOOKS/SUPPLIES**

The school district provides students with textbooks and many supplies. All students are responsible for their books and assigned supplemental materials. Lost and/or damaged books, equipment, or materials will be charged to the student and parents. In an effort to improve organizational and study skills, the teachers provide a suggested list of supplies. Please contact your children’s teachers with any questions.

**Lost or Damaged Book** – Should a book be damaged a charge will be assessed (pro-rated) to the age of the book for up to five years). After five years, a flat fee of the fifth year cost will be assessed. Should the book be lost or destroyed, the full cost of the book shall be charged. The student’s report card will be held until payment is made.

### **CHROMEBOOKS**

Each student will be assigned a Chromebook to utilized for in-school and off-site learning. Should a Chromebook be damaged due to neglect or willful behavior, aa fee will be assessed for repair or replacement.

## **EXTRA-CURRICULAR ACTIVITIES**

Several activities exist outside the traditional classroom in which selected students may participate if eligible. Eligibility requires academic proficiency, good behavior, and parental permission. For specific criteria to participate in an organization or sport (i.e. Honor Society, safety patrol, etc.) contact that activity's advisor. Health records and/or exams may also be required.

**Good Sportsmanship:** - The Board believes that instilling habits of good sportsmanship should be one of the primary goals of athletic endeavors and that all district employees should model good behaviors in this area. It is especially important that coaches accept the responsibility for encouraging young athletes to handle themselves in a sportsmanlike way and be models of self-control and dignity for players and spectators. Coaches shall include discussions on courtesy and sportsmanlike behavior as part of pre-game activities. Student fans shall be reminded that their conduct reflects on the school and that poor sportsmanship will be disciplined. Parents/guardians and other adult spectators are also encouraged to act as models for young people by demonstrating self-control and dignity at all athletic events. Parents must make arrangements to observe the activity's time schedule established by the advisor to facilitate the safe release of students.

## **SPECIAL SERVICES AND PROGRAMS**

Students identified as potentially requiring specialized instruction and/or services in addition to, or instead of, regular classroom programming, should be referred to the Child Study Team. The team determines whether a student is eligible for evaluation and/or specialized programming. Parents/guardians, teachers, administrators, and specialists may make referrals for evaluation.

## **GIFTED AND TALENTED PROGRAM**

Those identified for consideration regarding the Gifted and Talented Program shall be pre-screened. Selected students will then receive supplemental instruction in accordance with guidelines for G&T Academic, G&T Art, and G&T Music. Parents/guardians, teachers, administrators, and students themselves may make referrals for evaluation.

## **TITLE I – SUPPLEMENTAL LANGUAGE ARTS AND MATH PROGRAMS**

All students may qualify for supplementary and support language arts and mathematics services based on the results of classroom and assessment performance. Others may qualify based on income criteria. Programs include pull-out supplemental assistance, push-in classroom assistance, before- and after-school help sessions, and summer programs. Parents will be notified at the beginning of the school year if their children are eligible for the language arts and/or mathematics supplemental support program. Notification may also be made as the academic year progresses. A meeting shall be held at the beginning of the school year in which clarification and updating of parental involvement shall take place. Information as to the specific programming needs shall be issued to the parent and teacher prior to or at this meeting.

Communication processes will also be discussed. These procedures shall allow compliance with the Parent Notification section of the “Every Student Succeeds Act” regulations and allow for receipt of federal funds to assist this program.

### **HOME INSTRUCTION**

Home instruction services will be provided to any pupil during a properly documented extended illness upon recommendation of the attending physician and agreement of the school physician. The amount of instruction provided will depend on the physician's recommendation and the limitations of state law. Should your children require these services, please contact the Child Study Team.

### **OFF-SITE LEARNING**

If a situation arises where the school building becomes closed to students and off-site learning becomes necessary, the students will be required to utilize the school Chromebooks for learning at home. It is expected that students will view virtual sessions (either live or recorded) and complete assigned work as they would have had they been in the school building.

## **RULES FOR MEDICATION TAKEN DURING SCHOOL HOURS**

Parents are urged whenever possible, to avoid the administration of medication during school hours. Medications, which need to be available during the school day (i.e. Epi-pen, inhalers, etc.) must be administered according to the following regulations:

- At the start of each school year, a new note from the child's physician must be sent in with the medication. The note must state the name of the medication to be given, the dosage, the frequency/times and the reason the medication is prescribed for the child.
- In the event of a life threatening illness. (i.e. allergic reaction or asthma, when the nurse for some reason is not physically present at the scene) the law allows a provision for a child to self-medicate. To be eligible, the physician must write a note stating that the child is capable of and has been instructed in the proper administration of the required medication (i.e. inhaler).
- Medication must be brought in the original container supplied by the pharmacy or physician, clearly labeled with the child's name, type of medication and the other specific instructions normally included on a label.
- Over the counter medications can be administered only when the physician writes a note stating that it must be given while the child is in school. The note must contain the name of the medication, the dosage to be given, the reason, and the length of administration. When medication is brought in, it **MUST** be in its original container.
- A parental request form, available from the school nurse, must be signed and returned. This is to be kept on file in the health office, as long as the medication is necessary, for each school year.
- All medications must be picked up at the end of the school year at the time designated by the school. Medications not picked up will be discarded.

**Only the school nurse is permitted under state law to administer any medications to a student while in school unless there is an exception as mentioned above. This is important for the safety of your children and to avoid medication errors.**

## **NURSE NOTIFICATION**

Due to the number of students visiting the nurse's office in a regular day, it would be difficult to inform each parent regarding minor visits. Should you wish to be contacted for every visitation to the nurse's office, please contact the nurse and she will make every effort to notify you.

## **PROCEDURES REGARDING HEALTH & PHYSICAL EDUCATION**

- A. Staff is prohibited from withholding physical education class as a punishment or to make up instructional time, class work, or tests in other subjects.
- B. Physical education will not be replaced with another activity except on rare occasions or at the teacher's discretion (clubs and extracurricular activities).
- C. Physical activity may not be used as a punishment.

- D. At least 20 minutes of unstructured physical activity in addition to Physical Education class will be offered daily (recess, stretch breaks, open gym).
- E. Staff members are prohibited from using non-healthy foods as a reward and must meet state nutrition mandates.
- F. Staff is prohibited from withholding food as a form of punishment.
- G. Only healthy foods/beverages can be used for classroom and or celebrations.
- H. Food of low nutritional value cannot be used for fundraising purposes.
- I. Only healthy foods and beverages are offered as ala carte options.
- J. All vending machines are prohibited from containing foods/beverages with low nutritional value.

### **WELLNESS/NUTRITION**

The Board of Education recognizes that child and adolescent obesity has reached epidemic levels in the United States and that poor diet combined with the lack of physical activity negatively impacts on students' health, and their ability and motivation to learn. It believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn and thrive, and that good health fosters student attendance and education. Therefore, the Board continues to be committed to providing a school environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

### **EXPECTATIONS FOR STUDENT BEHAVIOR**

The expectations listed below will be discussed with students:

- Prepare mentally and physically for the process of learning.
- Demonstrate respect for people and property.
- Take responsibility for one's own behavior and learning.
- Use time and other resources responsibly.
- Share responsibilities when working as a member of a group.
- Meet the unique requirements of each class.
- Monitor one's own progress toward objectives.

**All students will receive copies of the Code of Conduct that should be shared with parents/guardians.**

The code is based on a fair yet humane foundation so that as early as elementary school children will learn that the best discipline is to discipline oneself.



Actions taken will be made by the attending administrator and shall be based on these standards:

- Seriousness of Offense
- Awareness of causing the problem
- Degree of involvement
- Student age and maturity level
- Previous incidents
- Actual remorse
- Any and all other variables that should affect the degree of the action to be taken

These standards should make it clear that although a violation takes place, the administrator may, for reasons listed above, vary the punishment in the hope of having a successful outcome. Appropriate penalties include, but are not limited to, detention, suspension, and loss of privileges.

### **General Offenses**

Disruptive behavior that can lead to suspension or expulsion, includes, but is not limited to, the following:

- Continued and willful disobedience
- Open defiance of the authority of any teacher or person having authority over the pupil
- Habitual profanity or obscene language
- Conduct constituting a continuing danger to other pupils
- Physical assault upon another person
- Taking, or attempting to take, personal property or money from another pupil by force or fear
- Willfully causing, or attempting to cause substantial damage to school property
- Weapons or drug violations in accordance with the Memorandum of Agreement established by the district and State Police.

### **Suspension Definitions**

Suspension is exclusion from school on a temporary basis.

1. A short-term suspension is a suspension of 10 days or fewer.
2. A long-term suspension is a suspension in excess of 10 days.

### **General Procedural Due Process Requirements**

1. Short-term suspensions: Student is advised of charges, given an opportunity to respond, and immediately suspended for no more than 10 days.
2. Long-term suspensions: Student is informed of intention to recommend long-term suspension or expulsion, if applicable. Other due process procedures for long-term suspension will be supplied to the parent in writing.

## **Student Discipline Referral Process**

“The Estell Manor Board of Education expects pupils to conduct themselves in keeping with their level of maturity, with proper regard for the rights and welfare of other pupils, for school personnel, for the educational purposes underlying all school activities, and for the care of school facilities and equipment.”

(Estell Manor School District BOE Policy 5131, p. 1)

The Student Discipline Referral Process described here is the result of a collaborative response to improve communication as regards to reporting student violations of the Code of Conduct, consistently implementing consequences pertaining to student discipline, and to support and encourage student self-monitoring and self-regulating behaviors.

The promotion of positive student behaviors that contribute to the overall culture and climate of Estell Manor School is the responsibility of every staff member. The emotional, social, and physical health and well-being of every student also depends upon both responsible adult oversight and caring intervention. Clearly articulated expectations and consistency among staff, students, parents, and administration will contribute to ensuring the learning environment at Estell Manor School is safe, respectful, and productive.

### **Teacher Responsibilities**

At the discretion of the teacher:

- Verbal Warning for Student for Code of Conduct Infraction
- OnCourse Note to Document Student Behavior Infraction
- Parent Contact
- Written Teacher Referral with Teacher-supervised Consequence, Parent Contact
- Office Referral

### **Main Office Responsibilities**

- Intervene when a student is sent to office for behaviors that warrant removal from classroom
- Notify Administrator On Duty
- Monitor Office Recess/Lunch Detention
- Enter Discipline Referrals into OnCourse
- Notify Staff when After School Detention Supervision is needed; establish roster for teacher supervision of after school detentions as needed (Pending)

### **Superintendent/Administrator on Duty**

- Interview student and exercise due process
- Consult with referring staff member prior to issuing consequence
- Notify CST case manager when student has an IEP
- Notify 504 Officer when student has a 504 Plan
- Determine consequence based on Code of Conduct
- Notify parent
- Notify reporting/attending staff member of consequence

- Provide Main Office with copy of discipline referral for data entry
- Notify Board President for all suspensions as per BOE policy

### **Clarification – General Information**

Information to develop consistent procedures for handling student Code of Conduct referrals.

#### **After School Detention (ASD) (Pending)**

Time: 3:30 – 4:30 pm

Days: Mon.- Thurs. as needed

Place: supervising teacher’s classroom

Student MUST be engaged in academic work or read

Note: A student who has ASD is ineligible for any after school or extra-curricular activity on the same day as the ASD is served. If transportation is not available at 4:30 pm, the student will go to Wildcat Den and parents will be responsible for the emergency childcare fee.

#### **Detention Supervision (Pending)**

The Main Office will establish and maintain a list of teachers willing to supervise After School Detentions. A request for detention supervisors will be sent via email; assignments will be made on a rotational basis at the end of the day prior to detention assignment.

#### **Water**

Drinking water regularly helps keep the brain fueled, oxygenated, and energized. At the discretion of each classroom teacher, students may keep a water bottle at their desk. **EXCLUSIONS:** When students are in the Digital Shop or Computer Lab (or working with equipment that can be damaged by water, i.e., Chromebooks) they should leave their water bottles in a designated area.

#### **Gum**

Gum chewing is not allowed unless permission is explicitly given by the teacher or provided for within a student IEP or 504 Plan.

#### **Personal Devices**

At the discretion of the teacher, students may use personal electronic devices **ONLY** in the classroom where explicit permission has been given for academic purposes. Adherence to the Acceptable Use Policy applies.

#### **Student Lateness**

Students arriving TO CLASS after 9:10am are considered “Tardy” and should be sent to the office.

## Appendix – Estell Manor School District Code of Conduct

	<b>First Offense (1 Point)</b>	<b>Second Offense (2 Points)</b>	<b>Subsequent Offenses (3 Points)</b>
<b>Teacher Referral</b>			
Disrespect/ defiance to staff member	Teacher intervention/ ONCOURSE Note	Recess Detention/ Parent Contact	ASD
Disruption of classroom activities	Teacher intervention/ ONCOURSE Note	Recess Detention/ Parent Contact	ASD
Gum, food or drink without permission	Teacher intervention/ ONCOURSE Note	Recess Detention/ Parent Contact	ASD
Hallway without pass or permission	Teacher intervention/ ONCOURSE Note	Recess Detention/Parent Contact	ASD
Inappropriate language	Teacher intervention/ ONCOURSE Note	Recess Detention/ Parent Contact	ASD
Late to class	Verbal Warning	ONCOURSE Note	Discipline Referral
Minor inappropriate contact or affection	Teacher intervention/ ONCOURSE Note	Recess Detention/Parent Contact	ASD
Misuse of technology / school equipment	Detention/ Parent Contact	ASD/Parent Contact	ISS/Parent Contact
Unauthorized Use of Technology	Confiscation/Parent pick up/ONCOURSE Note	Confiscation /Parent Conference	ASD
	<b>First Offense +</b>	<b>Second Offense +</b>	<b>Subsequent Offenses +</b>
<b>Office Referral</b>			
Abusive, vulgar or obscene language*	ASD/ Parent Conference	2-ASD/ Parent Conference	ISS
Bus referral	Conference/Seat Change	ASD /Parent Contact	Bus suspension
Cheating, copying, forgery, plagiarism	Warning/ONCOURSE Note	Recess Detention/ Parent Contact	ASD
Dress Code Violations	Referred to Office/ Parent Contact	Recess Detention/Parent Contact	ASD
Fighting	3 Day ISS	5 Day OSS	≤45 Day Suspension; BOE Hearing
Harassment of student or staff*	Detention/HIB Investigation	ISS/HIB Investigation	3 Day ISS/HIB Investigation
Inappropriate physical contact	ASD/Parent Contact	3 Day ISS	3 Day OSS
Instigating/causing harm	Detention/Parent Contact	ASD/Parent Contact	ISS/Restricted
Overt Defiance	ASD/ Parent Conference	2-ASD/ Parent Conference	ISS

Throwing objects or food	Lunch/Recess Detention	Recess Detention/Parent Contact	ASD
Possession, under the influence, or distribution of drugs, alcohol, tobacco, weapon**	Up to 45 Day Suspension; Board Hearing Upon Request; Drug and/or Alcohol Testing		
Violation of Acceptable Use Policy	Detention/Parent Contact	ISS/Monitored privileges	3 Day ISS/Restricted Access
Vandalism**	Suspension; Restitution	3 Day Suspension; Restitution	5 Day Suspension; Restitution

<b>Key</b>			
* Referral to Anti-Bullying Specialist for investigation	** Referral to law enforcement	ASD= After School Detention	ISS= In-School Suspension
OSS= Out of School Suspension	HIB= Harassment, Intimidation & Bullying		

+ 3 or more points assigned at the discretion of the administrator of **Estell Manor School**

### Code of Conduct Referral Definitions

Abusive, vulgar, or obscene language	Threatening/inappropriate oral or written statements or gestures directed toward someone.
Bus Referral	Failure to comply with bus safety rules; any other behavior included in school code of conduct while riding bus.
Cheating/copying/forgery/plagiarism	Copying from another and/or allowing someone to copy work; having answers or information to complete tests quizzes or homework; changing a written paper or signing someone else's name; copying words or ideas from someone else without giving credit.
Disrespect/defiance to staff member	Speaking, gesturing, or acting in a manner that suggests disregard for staff member; refusal to follow the directions
Disruption of classroom activities	Behavior causing an interruption to classroom learning or activity, such as loud talk, noise with materials or body parts, getting out of seat, horseplay, having possession of items that cause a disruption, or taking property belonging to others
Dress Code Violation	Dress and appearance that violates the dress code policy in the handbook
Fighting	Actions involving serious physical contact, or instigation thereof.
Gum, food, or drink w/o permission	Food and drink only in designated areas and at designated times. Gum is not permitted in school without permission.
Hallway w/o pass or permission	Being in the hallway without the permission of a staff member
Harassment of Student or Staff+	Disrespectful messages (written, verbal, or with gestures) to another person that include threats, intimidation, or negative comments based on race,

	ethnicity, religion, gender, age, national origin, sexual orientation, or physical traits.
Inappropriate language	Non- threatening, non-directed words or gestures that include swearing, name calling, or other inappropriate slang
Inappropriate physical contact	Physical interactions between students
Instigating/causing harm	Physical contact where injury may occur (ex.) hitting, punching, kicking, hair pulling, etc.
Late to class	Consistent lateness to school
Minor inappropriate contact or affection	Minor physical contact between students
Misuse of technology/school equipment	Unauthorized or inappropriate use of school property, including technology (as stated in the acceptable use policy)
Overt Defiance	Minor physical interactions between students
possession/under the influence/distribution of: alcohol, tobacco, or weapon+	Possession of knives, guns, or other objects readily capable of causing bodily harm, or creating the impression of causing bodily harm.
Throwing objects or food	Throwing objects or food on school premises
Unauthorized Use of Technology	Using any type of digital device without the permission of a supervising staff member
Vandalism++	Student participates in an activity that results in destruction or disfigurement of school property
Violation of Acceptable Use Policy	Responsible guidelines apply to all users of school equipment and NET connections. See BOE Policy <a href="#">6142.10</a> .

**+ Incidents reported to NJDED as part of the Electronic Violence and Vandalism Reporting System (EVVRS) and/or Harassment, Intimidation, and Bullying (HIB) Submission**

**The Superintendent will ensure that the Code of Conduct is applied consistently and uniformly, according to BOE Policy 5131, and that all disciplinary consequences are carried out with necessary due process. In extenuating circumstances, the administration reserves the right to alter or adjust consequences on a case-by-case basis.**

## **STUDENTS' RIGHTS**

The district shall provide equal and bias-free access for all pupils to all school facilities, courses, programs, activities, services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, marital status, liability for service in the armed forces of the United States, nationality, place of residence within the district, social or economic condition, or disability. Enforcement of other district affirmative action/equity policies contributes to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that is his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs by:

- A. Insisting on reasonable standards of scholastic accomplishment for all students.
- B. Creating a positive atmosphere in and out of the classroom.
- C. Extending the same courtesy and respect that is expected from the students.
- D. Treating all pupils with consistent fairness.

The Board of Education guarantees all pupils equal access to all academic programs within the learning environment. Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to hold personal beliefs that are different from their own.

## **SEARCH AND SEIZURE**

School lockers remain the property of the district even when used by pupils. Lockers are subject to administrative search in the interest of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Pupils and their parents/guardians shall be informed of this policy when lockers are assigned.

A pupil's person and possessions may be searched by school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the pupil has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonable related to the objectives of the search and not excessively intrusive in light of the age and sex of the pupil and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the pupil. Before instituting such a search, except in cases of emergency, the principal shall try to inform the parents/guardians and request their presence.

School personnel shall not conduct strip searches or body cavity searches of any pupils under any circumstances.

### **Searches for Controlled Dangerous Substances/Drug Paraphernalia/Alcohol/Firearms/Other Weapons**

Searches conducted by staff when there is suspicion that laws and policies on safe and drug free schools are being violated shall be based on the reasonable grounds required by this policy. All applicable state and federal laws apply regarding controlled dangerous substances, drug paraphernalia, alcohol, firearms, and other weapons. The privacy interests of students are outweighed by the substantial interest of teachers and administrators in maintaining a drug-free environment in the classroom and on school grounds, and consequently, locker searches and vehicle searches on school grounds need satisfy only the "reasonable suspicion" standard adopted by the courts in T.L.O. and State V. Best. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied. See policies 5131.6 and 5131.7.

### **HARASSMENT, INTIMIDATION & BULLYING**

#### ***What is the definition of HIB under the NJ Anti-bullying Bill of Rights?***

HIB means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or series of incidents, that is reasonably perceived as being **motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic**; and takes place on school property, at any school-sponsored function, or off school grounds as provided for in N.J.S.A. 18a:37-15.3; and substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; or has the effect of insulting or demeaning any student or group of students; or creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student. Violations of this policy or related procedures shall be cause for disciplinary action.

#### ***Conflict vs. Bullying***

##### ***Bullying is not a conflict between students or among groups of students.***

Conflict is a mutually competitive or opposing action or engagement, including a disagreement or an argument which is a normal part of human development. Bullying is one-sided, where one or more students are victims of one or more person's aggression, which is intended to physically or emotionally hurt the victim(s). "Harmful or demeaning conduct motivated only by another reason, for example, a dispute about a relationship or personal belongings, or aggressive conduct without identifiable motivation does not come within the statutory definition of bullying." K.L. v. Evesham School District (App. Div. 2011)



## ***HIB Off School Grounds***

School districts are required to address HIB occurring off school grounds when there is a clear **nexus** between the HIB and the school (i.e., the HIB “substantially disrupts or interferes with the orderly operation of the school or the rights of other students” within the school). The bully/victim relationship must be within the same school district for the district to have HIB jurisdiction. If not, then it may be referred to the home district administration as a code of conduct violation.

All incidences of HIB (see definition above) must be reported directly to the Anti-Bullying Specialist and/or the administration.

## **SMOKING ON SCHOOL GROUNDS**

The Estell Manor Board of Education recognizes that smoking presents a health hazard that may have serious consequences, both for the smoker and the non-smoker.

**No smoking is permitted on the school grounds.** This includes sports events, public meetings or other board sanctioned activities. For purposes of this policy, smoking shall mean uses of tobacco, including cigars, cigarettes, e-cigarettes and pipes. This is in accordance with state and federal laws.

## **CELL PHONES/ELECTRONIC DEVICES**

Cellular phones and other electronic devices are not to be utilized during school hours unless utilized with permission and direction of the classroom teacher. Cellular phones and other electronic devices are not to be utilized or visible in the cafeteria and the playground during recess. *No recording of any kind is permitted without permission of the administration.*

## **COMPUTER USE**

1. All students and staff must sign “Computer Use Agreement” Form.
2. Computers are for academic and business purposes only.
3. There should be no expectations of privacy on district technology.
4. Students must be under direct supervision of a teacher when utilizing computers.
5. Violations may result in suspension of computer privileges and/or disciplinary action.

## **SOCIAL MEDIA**

Social media is a powerful and effective tool when utilized in a respectful and lawful manner. “Social Media” includes the various online technology tools that enable people to communicate easily over the Internet to share information and resources. Social media can include text, audio, video, images, podcasts, and other multimedia communications. These websites not only provide information, but allow for interaction during this informational exchange through user-generated content. **Parents/guardians, students, and staff are advised to use caution when**

**posting photos, recordings, or messages that might potentially violate another's rights.** Students are not permitted to engage in unauthorized online interactions with employees.

### **PROCEDURES FOR AFTER SCHOOL ACTIVITIES**

*\*See Use of Facilities Form and Guidelines\**

#### **Non-School Groups:**

- Interested parties must complete a Use of Facilities Form, be approved, and secure insurance.
- All participants must follow all general safety and supervision rules as per Use of Facilities Guidelines.

#### **School Groups:**

- The school advisor or coach is responsible for any school sponsored after school activity.
- Should a student remain following an activity, the advisor is responsible for the student until release to parent or other appropriate arrangements have been made.

#### **School Programs After Regular School Hours:**

- Any child attending a school program shall be under the direct supervision of an attending adult.
- Proper decorum for adults and children is expected.
- Attendees may only occupy the approved space for the event.

### **REPORTING CHILD ABUSE**

All district employees are charged by law with the responsibility for reporting to Department of Children and Families. The administration should also be notified. The suspicion of child abuse may be based upon the complaints of the child or on the direct observation of the employee or both.

### **VANDALISM AND TRESPASSING**

Students and other individuals are welcome to use the grounds when school is not in session if they secure permission from the administration and/or Board of Education. It is important to realize that respect of the school building and grounds, city property, and others' personal property must be observed at all times. Any person found trespassing on the school roof or committing acts of vandalism will be prosecuted to the full extent of the law.

**Estell Manor Home and School Association Membership**

The Estell Manor Home and School Association is a group of community members and educators who support the Estell Manor School program. All parents, community members, teachers and friends are encouraged to join and participate in the many HSA sponsored activities; The HSA By-laws are available at each meeting.

Meetings are scheduled on the first Monday of each month.

**Annual Membership is \$5.00 preferably by check.**

**Annual H.S.A. Membership Form  
2020-2021 School Year**

Date:

Name:

Full Address:

E-Mail Address:

Phone:

Cell:

Child's Name:

Grade:

Child's Name:

Grade:

Child's Name:

Grade:

Child's Name:

Grade:

Child's Name:

Grade:

Child's Name:

Grade:

**The success of the Estell Manor HSA is based on volunteers.  
Please check how you would like to help. We appreciate your participation.**

Fundraising Committee

Refreshment Committee

Book Fair and Holiday Shop

HSA Dance Committee

8<sup>th</sup> Grade Graduation Committee

HSA Bulletin Board

*For HSA Record Keeping:*

Check #:

Date:

Entered:

**The Estell Manor Education Foundation is sponsoring the:  
The Learning Tree  
Project**

This project will allow the parents, grandparents, family and/or community members to actively participate in an on-going fundraiser that will provide funds to be used for education and scholarships for the children of Estell Manor.

The Learning Tree will be displayed on the wall outside of the gymnasium.

Those wishing to participate can complete the following form and return it to:  
The Estell Manor Educational Foundation  
Attn: Jennifer Graff  
128 Cape May Ave.  
Estell Manor, NJ 08319

The following are available for purchase:

**Leaves** (brass approx. 1½" x 4" @ \$50.00  
3 lines per leaf  
24 characters/spaces per line

**Apples** (silver approx. 2" x 6") @ \$250.00  
5 lines per apple  
24 characters/spaces per line

**Brick Plate** (brass approx. 2" x 6") @ \$500.00  
5 lines per brick  
40 characters/spaces per line

Suggested headings: (for one line)

In honor of, Loving Memory of, Best Wishers to/from:

	<b>Message</b>	<b>Leave</b>	<b>Apple</b>	<b>Brick Plate</b>	<b>Amount</b>
1.					
2.					
3.					
4.					
5.					

Ordered by: \_\_\_\_\_ Total Amount: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

***Make check payable to: The Estell Manor Education Foundation***

**Office use only:** Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Amt: \_\_\_\_\_ Date Revd.: \_\_\_\_\_